



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JULIET E. POSAS

Equivalent Job Title: Administrative Aide III

Name of Evaluator: NICK FREDDY R. BELLO Date: 01/06/2025

Instruction to evaluators: Please write your comments on the performance and work ethics of the above JO worker and give your ratings by checking the appropriate number using the rating scale below:

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Poor

Criteria/evaluation statement	Rating					Comments
	5	4	3	2	1	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	/					
2. Over all attainment of outputs agreed with supervisor		/				
3. Quality and timeliness in the attainment of agreed outputs	/					
4. Efficiency and customer friendly frontline service to clients	/					
5. Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	/					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

- Regularly report to work on time, willing to be trained and developed
- Suggests new ways to improve her work and the services of the office to its clients
- talented

What are the employee's weak points?

- hard to say "No" in new tasks even she have heavy workload especially at peak time in processing payrolls/documents


What intervention would you recommend to make the JO worker more effective?

- maximize office hours by performing the assigned tasks
- work life balance
- organize workspace and work habits

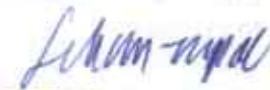
Final recommendation:

- ☒ renewal of the contract for another 6 months
- ☐ non-renewal of the contract due to below-par performance

Certified Correct:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Approved:


LOUELLA C. AMPAC
Director, Finance