

ACCOUNTING OFFICE

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JOB ORDER (JO) WORKER EVALUATION FORM

5 – Excellent Criteria	4 – Very Good a/evaluation stateme	3 – Good	5		ating			1 – Poor
5 - Excellent	4 – Very Good	3 – Good		-	2 – Fa	air		1 – Poor
	mugoe chilisma	Kefur ve Tall ex		2	and i	0.00		
	ators: Please write yo nd give your ratings by		opro	priat	e nur			
Name of Evaluator: NICK FREDDY R. BELLO			Date:		01/06/2025			
Equivalent Job Title	e: Adn	Administrative Aide III						
Fautualant Jah Titl								

Criteria/evaluation statement		F	Ratin	Comments		
	5	4	3	2	1	Final recommo
Work Performance Performance of all mandated functions as listed in the contract		to to s	los enos	mos eril	o.ii	o tewenar V
Over all attainment of outputs agreed with supervisor	1					
 Quality and timeliness in the attainment of agreed outputs 	1					
 Efficiency and customer friendly frontline service to clients 	/				100	Broo bolling o
Knowledge on the over-all aspect of the job assignments	1					V/-
II. Work Ethics/Attitude				-45-	1.11	day and over
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1		DLAC	San	1000	A bset-040
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	V					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	V					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	/					

Evaluator's additional comments/recommendations:

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 2

FM-HRM-29 V0 11-12-2021

No. 2025-006

What are the employee's strong Reliable, Pependable and	
UATION FORM	JOB ORDER (JO) WORKER EVALL
What are the employee's weak p	points?
accounting principles	understanding or application of government
io culto mos cas sono il cisc	to the same many trace, same was to the contract of the same of th
Vhat intervention would you rec	commend to make the JO worker more effective?
attend more trainings !	workshop to enhance skills and knowledge
	The state of the s
inal recommendation:	
/ liai recommendation.	Work Periodicanos
renewal of the contract for a	another months due to below-par performance
non-renewal of the contract	due to below-pai performance
Certified Correct:	Approved:
	11
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NICK FREDDY R. BELLO	LOUELLA C. AMPAC Director, Finance
OIC-Head, Accounting Office	Director, Finance
	objectives it is and largest sensusly and