



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ELVIE D. BALBARINO

Equivalent Job Title: Computer Operator II

Name of Evaluator: NORMAN O. VILLAS Date: December 23, 2024

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	X					
2. Over all attainment of outputs agreed with supervisor	X					
3. Quality and timeliness in the attainment of agreed outputs	X					
4. Efficiency and customer friendly frontline service to clients	X					
5. Knowledge on the over-all aspect of the job assignments	X					
II. Work Ethics/Attitude	X					
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	X					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	X					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	X					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	X					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Ms. Balbarino excels in creating thorough and well-organized documentation, including crafting the ISSP (Information System Strategic Plan). She demonstrates exceptional versatility, effectively handling a wide range of tasks and adapting to various roles as needed

What are the employee's weak points?

While documenting and crafting plans like the ISSP requires attention to detail, there may be instances where her focus on perfection could slow down progress or lead to unnecessary revisions, especially if timelines are tight.

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

Introduce tools like time-blocking, task prioritization methods, or project management software (e.g., Trello, Asana) to help her manage her workload more efficiently.

Final recommendation:

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

Approved:


NORMAN O. VILLAS
(Evaluator)