

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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JOB ORDER (JO) WORKER EVALUATION FORM

r Worker: Reinalyn P	. Gumba			
e: Data Encoder				
Regina C. Bibera	Date:	January	10,2023	
4 - Very Good	3 – Good	2 – Fair	1 – Poor	
	e: <u>Data Encoder</u> r: <u>Regina C. Bibera</u> uators: Please write y and give your ratings l	nators: Please write your comments on and give your ratings by checking the ap	e: Data Encoder T. Regina C. Bibera Date: January uators: Please write your comments on the performand give your ratings by checking the appropriate nu	e: Data Encoder T. Regina C. Bibera Date: January 10, 2023 uators: Please write your comments on the performance and work ethand give your ratings by checking the appropriate number using the ratings.

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

Evaluator's additional comments/recommendation	s:
What are the employee's strong points? Mikags pay alkation to instructions given and willing	to learn new tasks.
What are the employee's weak points?	
What intervention would you recommend to make	the JO worker more effective?
Final recommendation:	
renewal of the contract for another monti non-renewal of the contract due to below par p	hs performance
Certified Correct:	Approved:
REGINA C. BIBERA	HONEY SOFIA V. COLIS
(Evaluator)	(Next higher supervisor)



PAYROLL AND LEAVE BENEFITS OFFICE

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: REINALYN P. GUMBA

Equivalent Job Title: CLERK

Name of Evaluator: FLORANTE G. DIDAL

Date: JUNE 15, 2023

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		F	Ratin	g		Comments
Ontena valuation o and	5	4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	1					
Quality and timeliness in the attainment of agreed utbuts	1					
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Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs.	/					
Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					
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	/					

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What are the employee's weak points?	ial lix.
What intervention would you recommend to ma	ake the JO worker more effective?
Trainings on Policy and Ou	villing on Jeny Alministration
Final recommendation: renewal of the contract for another non-renewal of the contract due to below the cont	months
Final recommendation:	months

Evaluator's additional comments/recommendations: