**VISAYAS**
STATE UNIVERSITY

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# JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: <u>LALAINE MAY D. DY</u>

Equivalent Job Title: <u>ADMIN. AIDE III</u>

Name of Evaluator: <u>QUEEN-EVER Y. ATUPAN</u>       Date: <u>June 7, 2024</u>

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 | 5 | 4 | 3 | 2 | 1 | Comments |
|---|---|---|---|---|---|---|
| **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 | ✓ | | | | | |

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**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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V0 11-12-2021
No.

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Very responsible and trustworthy.

What are the employee's weak points?

Lacking cash management trainings.

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

Encourage her to pursue masters degree for career growth and attend trainings for skills enhancement.
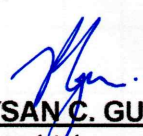
Final recommendation:

✓ renewal of the contract for another __6__ months
___ non-renewal of the contract due to below par performance

Certified Correct:                                          Approved:

**QUEEN-EVER Y. ATUPAN**                    **RYSAN C. GUINOCOR**
(Evaluator)                                          (Next higher supervisor)

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