



JOB ORDER (JO) WORKER EVALUATION FOR M

Name of Job Order Worker: DAN EFRAIM C. GALLEGO

Equivalent Job Title: ADMINISTRATIVE AIDE III

Name of Evaluator: HOMER LOIS P. NAPOLES

Date: JANUARY-JUNE 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	/					
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:

Regularly checks lighting and plugs in the records room before closing out.

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.

What are the employee's strong points?

Performs functions with minimal supervision

What are the employee's weak points?

Has having an introverted personality

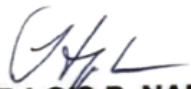
What intervention would you recommend to make the JO worker more effective?

Recommend attending in-house trainings and other related function trainings

Final recommendation:

☒ renewal of the contract for another 3 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


HOMER LOIS P. NAPOLES
(Evaluator)

Approved:


MIRIAM M. DE LA TORRE
(Next higher supervisor)