



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: DALIA T. ANTIG

Equivalent Job Title: ADMIN AIDE III

Name of Evaluator: MIRIAM M. DE LA TORRE

Date: JANUARY-JUNE 2025

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 | | ✓ | | | | |



UNIVERSITY REGISTRAR

Visayas State University, 1/F Administration Building
Visca, Baybay City, Leyte
Email: registrar@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1010

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Dependable & organized

What are the employee's weak points?

sometimes lacks critical thinking

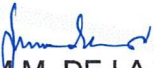
What intervention would you recommend to make the JO worker more effective?

• coaching & mentoring
• attendance to work reflected in-house S-W

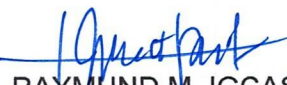
Final recommendation:

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

Certified Correct:


MIRIAM M. DE LA TORRE
(Evaluator)

Approved:


RAYMUND M. IGCASAMA
(Next higher supervisor)