

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: CHERRY GRACE D. SABOROSOEquivalent Job Title: CLERK/ ADMIN AIDEName of Evaluator: REYMAR C. ORIADate: July 09, 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	/					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Performed her duties and responsibilities well.

VSU LABORATORY HIGH SCHOOL

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nt laws, rules and regulations of the Republic of the Philippines.

UNITY TAX CERTIFICATE NO.

ISSUED AT: Baybay City

ISSUED ON (mm/dd/yyyy):

DATE ACCOMPLISHED: (mm/dd/yyyy)


What are the employee's weak points?
NONE

What intervention would you recommend to make the JO worker more effective?
NONE


Final recommendation:

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

Certified Correct:


REYMAR GLORIA
(Evaluator)

Approved:


LEO A. MAMOLO
(Next higher supervisor)

ision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
ssion: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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I certify that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the rules and regulations of the Republic of the Philippines


What are the employee's weak points?
NONE

What intervention would you recommend to make the JO worker more effective?
NONE


Final recommendation:

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

Certified Correct:


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