

VSU LABORATORY HIGH SCHOOL

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: CHERRY GRACE D. SABOROSO

Equivalent Job Title:

CLERK/ ADMIN AIDE

Name of Evaluator: REYMAR C. ORIA

Date:

July 03, 2005

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	
Work Performance     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 outputs	1					
Efficiency and customer friendly frontline service to clients	/					
Knowledge on the over-all aspect of the job assignments	1					
. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					
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	1					
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	,	/				

Evaluator's additional comments/recommendations:

What are the employee's strong points?
Performed her duties and responsibilities well.



VSU LABORATORY HIGH SCHOOL

Visayas State University, Baybay City, Leyte Email: jhs@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1074

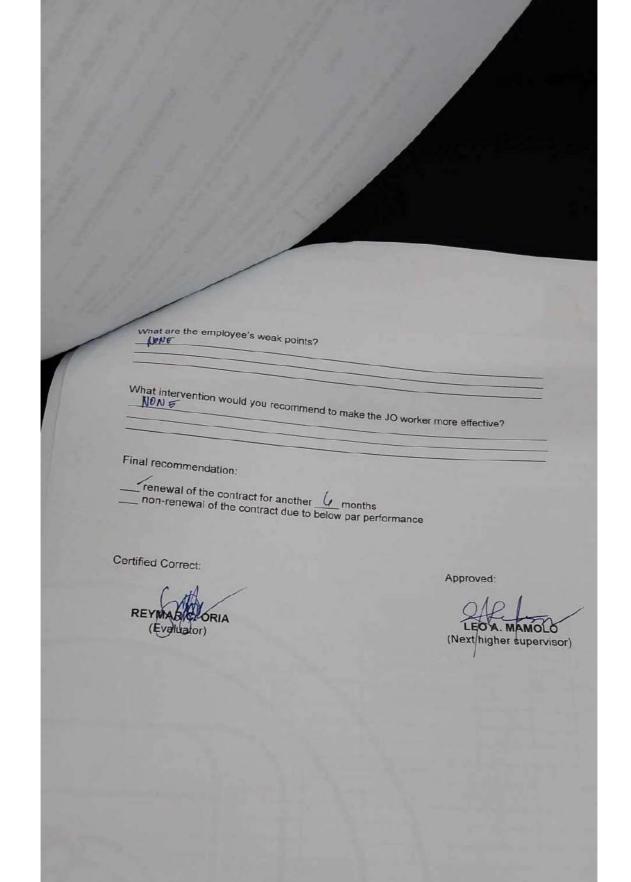
nt laws, rules and regulations of the Republic of the Philippines.

UTY TAX CERTURGATE NO.

ISSUED AT: Baybay City

\_\_\_\_ISSUED ON (mm/dd/yy): \_\_\_

DATE ACCOMPLISHED: (mm/dd/yyyy)



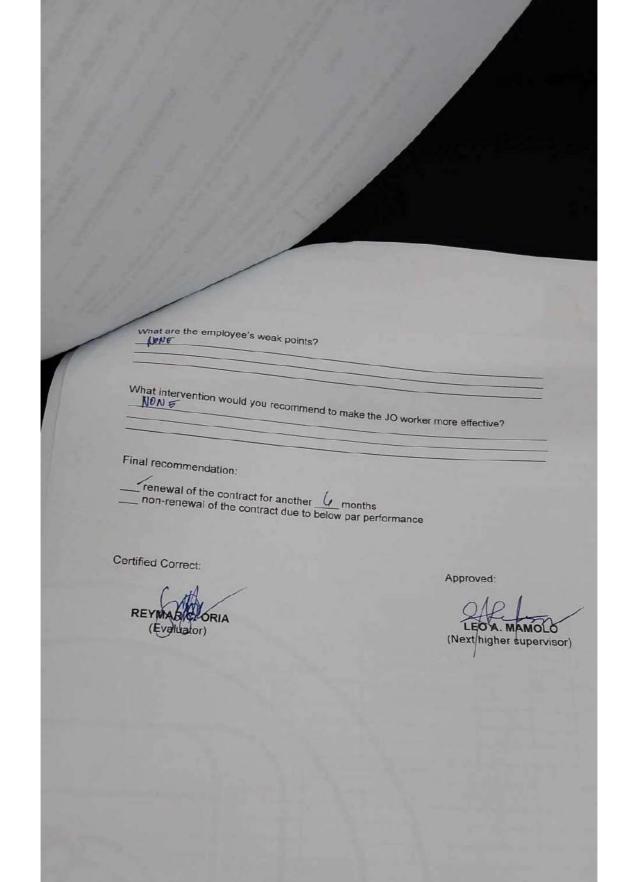
A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

FM-VOI No.

Pag

that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the



A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

FM-VOI No.

Pag

that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the