



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: RICHARD THOMAS R. AGBISIT

Equivalent Job Title: SCIENCE RESEARCH ASSISTANT

Name of Evaluator: MICHAEL CARLO C. VILLAS Date: September 17, 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 | ✓ | | | | | Richard submits outputs ahead of time. |
| 4. Efficiency and customer friendly frontline service to clients | ✓ | | | | | |
| 5. Knowledge on the over-all aspect of the job assignments | | ✓ | | | | Very technologically adept but needs more |
| II. Work Ethics/Attitude | | | | | | Supervisory training. |
| 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 | ✓ | | | | | Richard works with initiative. |
| 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 | | ✓ | | | | If given the extra mile in making sure the project is implemented well. |

Evaluator's additional comments/recommendations:

What are the employee's strong points?

He has initiative, industry, and emotional intelligence. He can work with minimum supervision.

What are the employee's weak points?

His only weak point is that he has no linguistic training, but this training is needed in his job.

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

We will be training him on Preat, Antcone, and GPS, and IPA soon. Hopefully, this will make him more effective.


Final recommendation:

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

Certified Correct:


MICHAEL CARLO C. VILLAS
(Evaluator)

Approved:


MARIA VIRELLA F. GABUNADA
(Next higher supervisor)