



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: CHRISTINE GAY B. CALA

Equivalent Job Title: CLERK/ DDRC

Name of Evaluator: CORAZON A. PADILLA

Date: June 26, 2023

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: *ms. Cala is commendable as she demonstrates a high level of diligence, attention to detail, and ability to follow instructions effectively. However, to further enhance efficiency, she has to ensure that all papers and tasks are closely monitored to prevent any processing delays. Improved coordination with the messenger will also assist in streamlining operations.*

What are the employee's strong points?

Ms. Cala has strong teamwork skills and often takes the initiative in handling tasks, showing a proactive approach to her work. She also maintains a high degree of professionalism in all interactions with alumni and other clients, as well as with her colleagues.

What are the employee's weak points?

While Ms. Cala is diligent and organized, there can be lapses in closely monitoring some papers, which hinders processing. She ~~can~~ also sometimes struggles with sudden changes or unexpected situations ~~or~~ tasks and forgets some tasks.


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

Ms. Cala can benefit from close monitoring at the moment to refine her ability to prioritize tasks based on urgency and importance and develop strong adaptability skills. Attending seminars and trainings related to her functions would also be helpful.

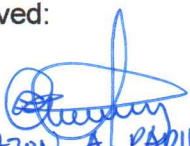
Final recommendation:

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

Certified Correct:


CORAZON A. PADILLA
(Evaluator)

Approved:


CORAZON A. PADILLA
(Next higher supervisor)