



**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: MARITES E. CATIBO

Equivalent Job Title: ADMINISTRATIVE AIDE III

Name of Evaluator: JHONAVEL R. CASTIL

Date: 6/07/25

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	
<b>I. Work Performance</b>						
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		/				
<b>II. Work Ethics/Attitude</b>						
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?

She is a very detail-oriented person.

What are the employee's weak points?

She has less exposure for career growth & opportunities.

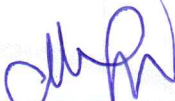
What intervention would you recommend to make the JO worker more effective?

Recommended to attend future skill development trainings & workshops.


Final recommendation:

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

Certified Correct:

  
**NICK FREDDY R. BELLO**  
Head, Accounting

Approved:

  
**LOUELLA C. AMPAC**  
Director, Financial Management