



JOB ORDER (JO) WORKER EVALUATION FORM

 Name of Job Order Worker: NIÑA G. ALBARICO

 Equivalent Job Title: ADMINISTRATIVE AIDE

 Name of Evaluator: CHARIS B. LIMBO Date: Dec. 21, 2022
28,

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?

communication towards faculty and staff

What are the employee's weak points?

She is dedicated to addressing one client at a time meticulously attending to every detail she receives, that affects the efficiency of time.

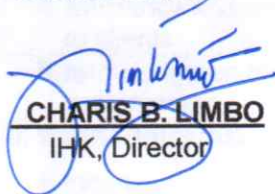
What intervention would you recommend to make the JO worker more effective?

Attend more seminar and give regular appointment.

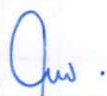
Final recommendation:

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

Certified Correct:


CHARIS B. LIMBO
IHK, Director

Approved:


BAYRON S. BARREDO
Dean, College of Education



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Niña G. Albarico

Equivalent Job Title: Clerk

Name of Evaluator: Lourd Franz M. Gabunada Date: June 20, 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:

What are the employee's strong points?

Exceptional organizational skills and attention to detail, excellent communication skills
and concise interaction w/ colleagues and clients.

What are the employee's weak points?

Time management when prioritizing tasks, occasional overanalysis of tasks affecting
pace.

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

attend advanced clerical trainings / workshops

Final recommendation:

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

Certified Correct:


LOUR FRANZ M. GABUNADA
Head, Biotechnology

Approved:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences