



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **SHARA LIZ D. BREHONIO**

Equivalent Job Title: **Administrative Aide III**

Name of Evaluator: **ALELI A. VILLOCINO**

Date: _____

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?

*The employee can adapt to difficult situations
and handle challenging situations.*

What are the employee's weak points?

Time management on deadlines & urgent matters.

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

Challenge the employee to "think out of the box."

Final recommendation:

☒ renewal of the contract for another 9 months
☐ non-renewal of the contract due to below par performance

Certified Correct:

[Signature]
ALELI A. VILLOCINO
Quality Management Officer

Approved:

[Signature]
PROSE IVY G. YEPES
President