



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

Name of Job Order Worker: JHAYSON Z. ROMERO

Equivalent Job Title: DEMO I

Name of Evaluator: SHARYMAE R. GONZAGA Date: July 2024 to December 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	
<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?

- a. Tech-savvy - he demonstrates knowledge on various computer software that allows him to create contracts & used tools to increase efficiency.
- b. Good in analytical skills.

What are the employee's weak points?

sometimes people-pleaser, that he can't say no even if he still have things to do.

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

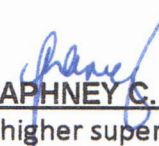
Final recommendation:

- ☒ renewal of the contract for another 4 months  
☐ non-renewal of the contract due to below par performance

Certified Correct:

  
**SHARYMAE R. GONZAGA**  
(Evaluator)

Approved:

  
**FE DAPHNEY C. RAMOS**  
(Next higher supervisor)





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

Name of Job Order Worker: **JHAYSON Z. ROMERO**

Equivalent Job Title: **DEMO I**

Name of Evaluator: **NIÑO B. ELE**

Date: **January 2025 to June 2025**

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?

Mr. Romero is a dedicated and dependable member of the ICTS Office. Despite being the only staff under my supervision, he consistently shows initiative and takes his responsibilities seriously. He's always willing to help, respectful in his dealings, and responds to tasks and concerns with a positive attitude. Even when the workload gets challenging, Mr. does not hesitate to do his part and ensure that services are delivered on time. His willingness to learn, combined with his reliable work ethic, makes him a real asset.

What are the employee's weak points?

Mr. Romero is still building his confidence and skills in some of the more technical aspects of ICT work. While he may need further training in these areas, what stands out is his openness to learn and his eagerness to improve. He's very teachable, accepts feedback well, and is not afraid to ask questions when needed. These qualities give me confidence that with the right support, he'll grow quickly in his role.

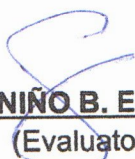
What intervention would you recommend to make the JO worker more effective?

To help Mr. Romero reach his full potential, I recommend enrolling him in relevant trainings or workshops—particularly in areas like networking, system support, and other ICT-related topics. He would also benefit from more hands-on exposure and mentoring as he continues to take on greater responsibilities. Given his work attitude and commitment, I'm confident he will make the most of any opportunity given to him and become even more effective in his role.


Final recommendation:

☒ renewal of the contract for another 12 months  
☐ non-renewal of the contract due to below par performance

Certified Correct:

  
**NIÑO B. ELE**  
(Evaluator)

Approved:

  
**CATHERINE L. CHAN**  
(Next higher supervisor)