

OFFICE OF THE VICE PRESIDENT FOR ADMIN. AND FINANCE

Visayas State University, PQWW+RJM, Baybay City, Leyte

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Evaluator: ROSELA T. BATISTIL			Date: December 23, 2024				
Instruction to evaluators: Please write your comments above JO worker and give your ratings by checking the below:							
5 – Excellent 4 – Very Good 3 – Good			2 – F	1 – Poor			
Criteria/evaluation statement		F	Ratin		Comments		
	5	4	3	2	1	OSERVIDO AT REFE	
Work Performance Performance of all mandated functions as listed in the contract	/	orus US II		10 10 10 10 10 10 10 10 10 10 10 10 10 1		o to toyanter _	
Over all attainment of outputs agreed with supervisor	/						
Quality and timeliness in the attainment of agreed outputs	/						
Efficiency and customer friendly frontline service to clients	/					concu balane	
Knowledge on the over-all aspect of the job assignments				1.5			
II. Work Ethics/Attitude							
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	/					Laurenza)	
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/						
Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor		4					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/						
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	/						

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 2 FM-HRM-29 V0 11-12-2021

No. OVPAF-EVAL-24-17

What are the employee's strong	points?
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	ense of Job Orger Worker ALMERA O. CIRCULADO
	1284 - TATYON II taa'a mimbA eff doL keessysy
What are the employee's weak p	points?
	ATTOTAL TABLES AND ADMINISTRA
What intervention would you rec	commend to make the JO worker more effective?
attend team - building action to	see and fall port in clerical of advancementative training.
to prington constant &	brot He sociale effectivenes of the team.
	triemotole moltavlavalaristi 1
First recommendation:	
Final recommendation:	
- renewel of the contract for a	another 6 months
	due to below par performance
non-renewal of the contract	due to below par performance
Certified Correct:	Approved:
	to check to
7 22150	Nowledge of the over-all sepect of the jub a reference of
Losda gratuly.	ELWIN JAY V. YU
ROSELA T. BATISTIL	VP for Admin and Finance
(Evaluator)	the state of the s
0	(Next higher supervisor)
	responsibly
	sense of duty and accept all jobs excipaned by
	lending hand to needly de-worker
	Commitment to public service - reporting on time