



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ALMERA D. CIRCULADO

Equivalent Job Title: Admin. Asst. II (OVPAF - MIS)

Name of Evaluator: ROSELA T. BATISTIL

Date: December 23, 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?

reliable and responsible.

What are the employee's weak points?

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

attend team-building activities and take part in clerical & administrative training.  
to strengthen collaboration & boost the overall effectiveness of the team.

Final recommendation:

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

Certified Correct:

Rosela T. Batistil  
(Evaluator)

Approved:

ELWIN JAY V. YU  
VP for Admin and Finance  
(Next higher supervisor)