



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: RAIZEL M. PIAMONTE

Equivalent Job Title: Front Office Clerk

Name of Evaluator: APRIL GAYLE V. CALUNANGAN

Date: May 6, 2021

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	✓					Can work with less supervision.
2. Over all attainment of outputs agreed with supervisor	✓					Responsible and resourceful.
3. Quality and timeliness in the attainment of agreed outputs	✓					Delivers outputs on time.
4. Efficiency and customer friendly frontline service to clients	✓					Good personal relations.
5. Knowledge on the over-all aspect of the job assignments	✓					Familiar with ISO documents.
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?

She is eager to learn and easy to train. Also, she has good personal relations and established network so she accomplished her tasks easily. A college graduate with clerical experience and has CSC Sub-professional eligibility.

What are the employee's weak points?

Sometimes, she doesn't believe in her full potential and capacity but with proper guidance and encouragement she can be a good leader.

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

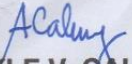
Encourage to attend more trainings.

Final recommendation:

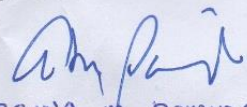
☒ renewal of the contract for another 6 months

☐ non-renewal of the contract due to below par performance

Certified Correct:


APRIL GAYLE V. CALUNANGAN
Project Head, VSU Hostel

Approved:


ARGINA M. POMIDA
(Position of Next Higher Supervisor)