

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

Name of Job Order Worker: CHERRY GRACE D. SABOROSO

Equivalent Job Title: CLERK/ ADMIN AIDE

Name of Evaluator: REYMAR C. ORIA

Date: July 03, 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?

Performed her duties and responsibilities well.



**VSU LABORATORY HIGH SCHOOL**  
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nt laws, rules and regulations of the Republic of the Philippines.

UNITY TAX CERTIFICATE NO.

ISSUED AT: Baybay City

ISSUED ON (mm/dd/yy):

DATE ACCOMPLISHED: (mm/dd/yyyy)



What are the employee's weak points?

NONE

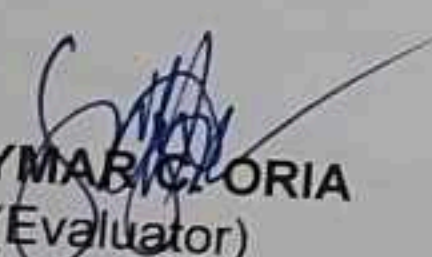
What intervention would you recommend to make the JO worker more effective?

NONE

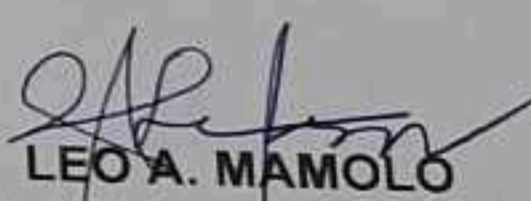
Final recommendation:

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

Certified Correct:

  
**REYMAR GLORIA**  
(Evaluator)

Approved:

  
**LEO A. MAMOLO**  
(Next higher supervisor)

mission: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.  
mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

I declare that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the rules and regulations of the Republic of the Philippines.





**VISAYAS**  
STATE UNIVERSITY



**VSU INTEGRATED  
HIGH SCHOOL**

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[integrated.hs@vsu.edu.ph](mailto:integrated.hs@vsu.edu.ph)

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

Name of Job Order Worker: CHERRY GRACE D. SABOROSO

Equivalent Job Title: ADMIN AIDE - JHS

Name of Evaluator: LEO A. MAMOLO 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	
<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?

- trustworthy  
- honest

What are the employee's weak points?

- none


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

- attend extra trainings

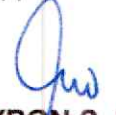
Final recommendation:

\_\_\_ renewal of the contract for another \_\_\_ months  
\_\_\_ non-renewal of the contract due to below par performance

Certified Correct:

  
**LEO A. MAMOLO**  
(Evaluator)

Approved:

  
**BAYRON S. BARREDO**  
(Next higher supervisor)