

ACCOUNTING OFFICE

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JOB ORDER (JO) WORKER EVALUATION FOR M

Name of Job Order Worker: MARIBEL L. CABALLERO

Equivalent Job Title: **ADMIN AIDE III (JO)**

Date: JUNE 11, 2024 Name of Evaluator: NICK FREDDY R. BELLO

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	
Work Performance Performance of all mandated functions as listed in the contract	1					,
Over all attainment of outputs agreed with supervisor		1				
Quality and timeliness in the attainment of agreed outputs		1				re e he stillers
Efficiency and customer friendly frontline service to clients	/					
Knowledge on the over-all aspect of the job assignments	1			44		ere negopy
II. Work Ethics/Attitude				1		A 5 61 F-W-K
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/		×			
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 	1					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	/					
 Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker 	1					
Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	/					

Evaluator's additional comments/recommendations:

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.

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What are the employee's strong points	s?	piponter	^.	
Control of the second of the s	4			
What are the employee's weak points	?	4 account	ly and	and for
	The state of the s			
What intervention would you recomme	and to make t	ho IO worker	more offective	2
	185,	ne 30 worker	more enectiv	er
Adam to the Apolia	0			
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Final recommendation:				
	2 "			
renewal of the contract for another			17.9	
non-renewal of the contract due to	b below par p	enormance		
Certified Correct:			Approved:	
and for			Low	an-ayn
NICK FREDDY R. BELLO			LOUELLA	C. AMPAC
OIC-Head, Accounting Office			Director, Fi	

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