





## VSU INTEGRATED HIGH SCHOOL

Visca, Baybay City, Leyte, 6521-A Tel: 565-0600 loc. 1074 (JHS) 1075 (SHS)

Email: jhs@vsu.edu.ph /integrated.hs@vsu.edu.ph

## JOB ORDER (JO) WORKER EVALUATION FORM

Equivalent Job Title: <u>ADMIN AIDE - SHS</u>

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		I	Ratin	Comments		
		5 4 3 2		2	1	
Work Performance     Performance of all mandated functions as listed in the contract	1					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	1		449			
Efficiency and customer friendly frontline service to clients	1					
Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
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					
<ol> <li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li> </ol>	1					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	1					
<ol> <li>Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation</li> </ol>	V					

Evaluator's additional comments/recommendations:

No. IHS-001-EF24

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With Principle 2 and September 2	EVAL 1	ATHON FORMS
/hat are the employee's weak points?		
hone		01/00/-
Vhat intervention would you recommend to make the	IO works	er more effective?
) Kersmal and Professional Development	70 WOIN	inore enective:
) have training for Interestined Advance	meny	
inal recommendation:		
./		
renewal of the contract for another months non-renewal of the contract due to below par perfo	rmance	
ertified Correct:		Approved:
Com		
HALOMGRACE S. VEGA		BAYRON S. BARREDO
		(Next higher supervisor)
(Evaluator)		
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## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MARK JOHN M. MANAGBANA	Name of Job Order Worker:	MARK JOHN M. MANAGBANAG
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Equivalent Job Title: ADMIN AIDE - SHS

Name of Evaluator: Shallon Grace C. Sugano Date: June 21, 2023

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		F	Ratin	Comments		
		4	3	2	1	
Work Performance     Performance of all mandated functions as listed in the contract	-					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	1					
<ol> <li>Efficiency and customer friendly frontline service to clients</li> </ol>	1					
<ol><li>Knowledge on the over-all aspect of the job assignments</li></ol>	/					
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					
<ol> <li>Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs</li> </ol>	/					
<ol> <li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li> </ol>	/					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
<ol> <li>Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation</li> </ol>	/					

Evaluator's additional comments/recommendations:

What are the employee's strong points?  () He is dependable, responsible, feach () He can effectively deliver the tack () He has leadership potential.	atle and dedicated to his work.
What are the employee's weak points?  The is solent and sny; weeds to socialise	of also for effective frontline rensive.
	the JO worker more effective?  Those encouragement and supposet needed  raining and Advancement for him  to jaes.
Final recommendation:	
renewal of the contract for another mont non-renewal of the contract due to below par p	
Certified Correct:	Approved:
(Am)	(W)
SHALOM GRACE C. SUGANO	BAYRON S. BARREDO

(Evaluator)

(Next higher supervisor)