

Name of Job Order Worker: PRECILA C. BELMONTE



PHILIPPINE ROOT CROP RESEARCH& TRAINING CENTER

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JOB ORDER (JO) WORKER EVALUATION FORM

Equivalent Job Title: Administrative Assistant (To	emp.	AO)	OUNT I			
Name of Evaluator: MARLON M. TAMBIS				D	ate:	<u>1-6-2025</u>
nstruction to evaluators: Please write your comments on above JO worker and give your ratings by checking the appelow:	the poprop	oerfo riate	rmai num	nce a	ınd w using	ork ethics of the rating sca
5 – Excellent 4 – Very Good 3 – Good		2	– Fa	ir		1 – Poor
Criteria/evaluation statement		F	Ratin	Comments		
	5	4	3	2	1	
Work Performance Performance of all mandated functions as listed in the contract	1	105	235	ent	o is	Pare Hon
Over all attainment of outputs agreed with supervisor	/			2		
Quality and timeliness in the attainment of agreed outputs	/				Jo	Senified Gosta
Efficiency and customer friendly frontline service to clients	/			i ling		
Knowledge on the over-all aspect of the job assignments	/		39		: - II	Paradicia.
1. Industriousness - setting clear & attainable 1. Industriousness - setting clear & attainable 1. Industriousness - setting clear & attainable	1					000
objectives & taking targets seriously and responsibly 2. Diligence and justice at work - prompt in	/			_	-	
accomplishing assigned tasks and submission of good quality outputs	/					
Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor.	1					

Evaluator's additional comments/recommendations:

thinking of additional compensation

 Practices teamwork - understanding and performing his/her role effectively and

lending hand to needy co-worker

synergistically, share knowledge and provide a

Commitment to public service – reporting on time and willingly extend service if needed without

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		ACAMONINA (DC) RECITO CON.
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What are the employee's weak	points	STATISTICS ISSUED TO THE STATE OF THE PARTY
war for her	cur	ant dutin
- An in	Out	0,0011
What intervention would you re	comme	end to make the JO worker more effective?
What litter vention would you re	,001111110	in to make the contents, more successful
they to have all	lidia	ity to away on higher opportunities
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Final recommendation:		
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renewal of the contract for	anothe	er (months
non-renewal of the contract	et due t	o below par performance
non-reflewar of the contract	ot due t	o below par performance
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		nitre contract 2. Twen all distinment of outgets agreed with
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