



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: REYMART C. HONRADA

Equivalent Job Title: Administrative Aide III

Name of Evaluator: CHARMAGNE FAITH F. CAPUNO

Date: 07/07/25

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 | / | | | | | |
| 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 | / | | | | | |
| 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?

- Proactive in CFO functions
- Doesn't need instructions to perform duties and responsibilities
- Maintains positive energy

What are the employee's weak points?

- May need to ensure clarification when coordinating with
external/internal parties

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

- Attend trainings within or outside the university

Final recommendation:

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

Certified Correct:


CHARMAGNE FAITH F. CAPUNO
Customer Feedback Officer

Approved:


PROSE IVY G. YEPES
President