



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **CARMÍ M. SUGANOB**

Equivalent Job Title: **Administrative Aide III**

Name of Evaluator: **PAMELA P. ORAÑO**

Date: **1/2/2025**

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?

willing to learn

What are the employee's weak points?

while outputs are not, there is a need to enhance quality, consistency & efficiency. Improve timeliness in submitting/finishing assigned tasks.

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

to attend training on time mgmt and quality enhancement strategies.


Final recommendation:

☒ renewal of the contract for another 12 months  
☐ non-renewal of the contract due to below par performance

Certified Correct:

  
**PAMELA P. ORAÑO**  
Lead Internal Quality Auditor

Approved:

  
**PROSE IVY G. YEPES**  
President