



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JANET O. PASA

Equivalent Job Title: CLERK

Name of Evaluator: HENRY Y. GOLTIANO Date: July 3, 2020

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	✓					

All of us in the office admire Ms. Pasa's intelligence and initiative. She's the kind of employee every one dreams of.

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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Evaluator's additional comments/recommendations:

What are the employee's strong points?

Ms. Pasa is both efficient & effective. She does things w/ very little instruction. But often she does things good even w/out being told.

What are the employee's weak points?

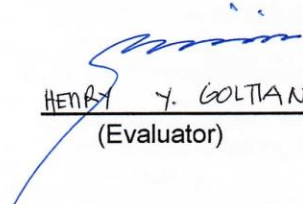
Appoint her to a regular position

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


Final recommendation:

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

Certified Correct:


HENRY Y. GOLTIANO
(Evaluator)

Approved:


VICTOR B. ASIO
(Next higher supervisor)