



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF AGRICULTURAL
EDUCATION & EXTENSION**

Visca, Baybay City, Leyte, PHILIPPINES
Voip Phone: 1016
Email: daeex@vsu.edu.ph
Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JUANITO M. RIVERA, JR.

Equivalent Job Title: UTILITY

Name of Evaluator: DANIEL A. CAMIDO Date: 12/23/2024

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?

Adaptability, self-motivation

What are the employee's weak points?

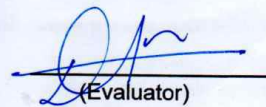
What intervention would you recommend to make the JO worker more effective?

Things be positive!

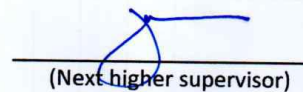
Final recommendation:

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

Certified Correct:


(Evaluator)

Approved:


(Next higher supervisor)



VISAYAS
STATE UNIVERSITY



**DEPT. OF AGRICULTURAL
EDUCATION AND EXTENSION**
/Isca, Baybay City, Leyte, PHILIPPINES
/OIP Phone: 1016
Email: daee@vsu.edu.ph
Website: www.vsu.edu.ph

October 13, 2023

RECOMMENDATION

I wish to recommend MR. JUANITO M. RIVERA, JR. utility/messenger of the Department of Agricultural Education and Extension of more than 5 years for an Administrative 3/Utility 2 position. I have always known him to be an efficient, dependable, persevering, honest, and cooperative worker. We found him to be a conscientious and hardworking staff. He consistently performs his tasks with utmost dedication. In fact, I never have worked with a staff as passionate as he is in any tasks assigned to him. Also, I admired his willingness to take on special and difficult work assigned to him by the faculty of the department. His friendly personality allows him to work with everyone with remarkable patience and admirable tact.

I feel confident that you will agree that he is the most deserving candidate for the position.

Thank you very much.

Very truly yours,

LIJUERAJ J. GUADRA
Head, DAEE



Management
System
ISO 9001:2015
certified

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.

Page 1 of 1
FM-VSU-03
v2 05-04-2020

No.