



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Jonathan A. Baltzar
Equivalent Job Title: Database Encoder

Name of Evaluator: Maria Fatima E. Chavez

Date: 6/20/25

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	/					Highly
2. Overall attainment of outputs agreed with supervisor	/					Trainable
3. Quality and timeliness in the attainment of agreed outputs	/					works with
4. Efficiency and customer-friendly frontline service to clients		/				minimal
5. Knowledge of the overall aspect of the job assignments	/					supervision
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					Output
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					oriented
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					and reliable
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					to get the
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		/				job done



Evaluator's additional comments/recommendations:

What are the employee's strong points?

Highly trainable

What are the employee's weak points?

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

Database Management Training

Final recommendation:

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

Certified Correct:

Maria Fatima E. Chavez
(Evaluator)

Approved:

Jeffrey Lloyd L. Cagande
(Next higher supervisor)