



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JEN B. POSAS

Equivalent Job Title: Administrative Assistant

Name of Evaluator: ROMIL B. ARMECIN Date: January 3, 2023

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?

Can easily work with her co-admin staff

What are the employee's weak points?

With minor errors/corrections of some outputs

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

Trainings related to her functions/responsibilities as Admin Asst. and as DPAC

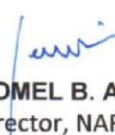
Final recommendation:

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

Certified Correct:


ROMEL B. ARMECIN
Immediate Superior

Approved:


ROMEL B. ARMECIN
Director, NARC

