



**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: Genalyn M. Apas

Equivalent Job Title: Clerk

Name of Evaluator: Kyza Mae M. Ramoneda Date: January 4, 2022

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?

Handworking and honest.

What are the employee's weak points?

Need to remind sometimes.

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

Attend trainings/seminars.

Final recommendation:

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

Certified Correct:

Approved:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences



**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: Ginalyn Apas

Equivalent Job Title: JO - clerk

Name of Evaluator: Kyza Mae Ramoneda

Date: June 28, 2021

*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?

Prompt in her job - on-time & always goes home late to do  
some over time work. Always ready to prepare some  
documents needed for the day. Very good.

What are the employee's weak points?

None so far.

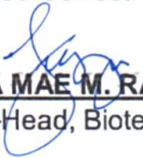
What intervention would you recommend to make the JO worker more effective?

Follow-up the documents constantly.

Final recommendation:

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

Certified Correct:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Approved:

  
**MA. THERESA P. LORETO**  
Dean, CAS