



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MARGARETH M. BATISTIL

Equivalent Job Title: CLERK

Name of Evaluator: FLORANTE G. DIDAL

Date: JUNE 15, 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	✓ 5					
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	✓					

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.

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Meticulous & Conscientious in her performance as Leave balance Auditor. She is firm in finishing her job, and always willing to work beyond office hours.

What are the employee's weak points?

Should learn to say NO sometimes.

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

In-house training on Policy & Guidelines on Leave Administration

Final recommendation:

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

Certified Correct:

Approved:


FLORANTE G. DIDAL
(Evaluator)


HONEY SOFIA V. COLIS
(Next higher supervisor)