



Republic of the Philippines  
**MINDANAO STATE UNIVERSITY AT NAAWAN**

*Office of the Human Resource Management*

MSUN-OHRM-PET-\_\_\_-2026-REV00

**PERFORMANCE EVALUATION TOOL  
JOB ORDER AND CONTRACT OF SERVICE**

Evaluation Period: \_\_\_\_\_

Employee Name:	Office/Unit:
Position:	Monthly Compensation:

Are the expected output and assigned tasks, as provided in the contract of service, delivered or met by the abovementioned staff? (Please check the appropriate box.)

YES       NO

Are the services provided by the staff still needed in their place of assignment? (Please check the appropriate box)

YES       NO

Recommendation (Please check the appropriate box)

For renewal of Contract     For termination/non-renewal of Contract

**NOTES/COMMENTS:**

\_\_\_\_\_  
Signature over the printed name of the head of office  
or supervisor where JO/COS is assigned

\_\_\_\_\_  
Date

*Please attach to the Endorsement!*

