



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!

