

MEGAFORCE SECURITY GROUP-Performance Evaluation form

SO/ SG Name	
License No.	
Date/Month of Evaluation	

RATING SCALE:		
1 – UNSATISFACTORY	3 – MEETS EXPECTATIONS	5 – CONSISTENTLY EXCEED EXPECTATIONS
2 – NEEDS IMPROVEMENT	4 – EXCEEDS EXPECTATIONS	

I. PERSONAL & PROFESSIONAL CONDUCT		RATING	NOTES:
Appearance & Grooming	Proper uniform, complete gear, clean and professional appearance / Kumpleto at malinis na uniporme, maayos ang anyo.		
Discipline & Bearing	Alert posture, respectful and professional behavior / Disiplinado, magalang, at propesyonal.		
Punctuality & Attendance	Reports on time, noun authorized absences or tardiness. / Palaging nasa oras, walang late o AWOL.		
Integrity & Honesty	Honest, trustworthy, and reliable / Matapapat mapagkakatiwalaan.		

II. JOBKNOWLEDGE & SKILLS		RATING	NOTES:
Knowledge of Post Orders	Understands and follows assigned post orders/Alamat Sinusunod ang post orders.		
Security Procedures	Follows security and access control procedures/ Sinusunod ang tamang security procedures.		
Emergency Response Skills	Responds correctly to fire, medical, and security emergencies/Tamang pagtugon sa sunog at iba pang emergency.		
Use of Security Equipment	Proper use of radio,CCTV,logbooks etc./Tamang paggamit ng security equipment.		

III. PERFORMANCE OF DUTIES		RATING	NOTES:
Vigilance & Alertness	Always alert and aware of surroundings/Laging Mapagmatyag at alerto.		
Incident Handling & Reporting	Handles incidents properly and submits accurate report/Tamang paghawak at pag-uulat ng insidente.		
Patrolling & Inspection	Conducts patrols and inspections diligently/Masipag at Maayos mag-roving.		
Rule Enforcement	Enforces rules firmly but courteously/ Mahigpit ngunit Magalang sa pagpapatupad ng patakaran.		

IV. COMMUNICATION & CUSTOMER SERVICE		RATING	NOTES:
Public Relations	Courteous to clients and visitors/Magalang sa kliyente At bisita.		
Communication Skills	Clearer verbal and written communication/Malinaw makipag-usap at magsulat.		
Coordination with Team	Works well with supervisors and co-guards/Maayos makipag-ugnayan sa kapwa guwardiya.		

V. COMPLIANCE & SAFETY	RATING	NOTES:
PNP-SOSIA Compliance	Complies with licensing and regulatory requirements/ Sumusunod sa patakaran ng PNP-SOSIA.	
Safety & SOP Adherence	Follows safety rules and standard operating procedures/ Sinusunod ang safety at SOP.	

OVER ALL RATING	TOTAL SCORE	

**Evaluator's Name**

### **Signature**

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SO/ SG Signature

Date