

# MEGAFORCE SECURITY GROUP-Performance Evaluation form

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

## RATING SCALE:

1 – UNSATISFACTORY

2 – NEEDS IMPROVEMENT

3 – MEETS EXPECTATIONS

4 – EXCEEDS EXPECTATIONS

5 – CONSISTENTLY EXCEED 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/Matapatat 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 emergencie/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   | Clearver baland 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 |  |
|-----------------|-------------|--|

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Evaluator's Name

Signature

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|--|--|

SO/ SG Signature

Date