UNIVERSITY OF THE PHILIPPINES MANILA

8/F Central Block, PGH Complex

Taft Avenue, Manila

PERFORMANCE EVALUATION

UNIT / OFFICE _____

For the period	:	_____
Evaluated by	:	_____
Position	:	_____
Approved by	:	_____
Position	:	_____
No. of Security Guards assigned :		_____

A. Job Performance (Evaluation by Units)

(Item 1 - 3 for UP Manila Police only)

1. Incidence of reported losses and/or damages
   to property in your unit. (Please give details
   e. g. object lost, owner, nature of damage, date
   reported, etc.) - 20%

Month of: _____ _____ _____

%		Scoring	1	2	3	Average:
20	No report during the monthly rating period	Light Offences - 1 demerit	/ /	/ /	/ /	
15	1 - 2 reports	Less Grave Offences - 2 demerit	/ /	/ /	/ /	
10	3 - 4 reports	Grave Offences - 3 demerit	/ /	/ /	/ /	
5	> 5 reports		/ /	/ /	/ /	_____

%	2. Positive Incident Report - 10%	1	2	3	
10	3 reports and more	/ /	/ /	/ /	
7.5	2 reports	/ /	/ /	/ /	
5	1 report	/ /	/ /	/ /	
2.5	No report	/ /	/ /	/ /	_____

3 Ability to carry out policies and guidelines
on security matters in your unit/college.
(Violations re: sleeping on duty, abandonement
of post, rendering straight duty, failure to
apprehend vendors/unauthorized persons,
failure to implement "NO ID, NO ENTRY",
"No Smoking" policies, etc.). - 10%

%		1	2	3	
10	No violation	/ /	/ /	/ /	
7.5	1 - 2 violations	/ /	/ /	/ /	
5	3 - 4 violations	/ /	/ /	/ /	
2.5	5 violations and more	/ /	/ /	/ /	_____

4 Traffic conditions in your unit/college (flow
of vehicular/pedestrian and patients/
visitors/equipment/serivce) - 4%

%		1	2	3	
4	**Excellent** (always observed to have maintained smooth/orderly flow of traffic)	/ /	/ /	/ /	
3	**Very Satisfactory** (once observed to have not maintained smooth/orderly flow of traffic)	/ /	/ /	/ /	
2	**Satisfactory** (two to three times observed to have not maintained smooth/orderly flow of traffic)	/ /	/ /	/ /	
1	**Fair** (four to five times observed to have not maintained smooth/orderly flow of traffic)	/ /	/ /	/ /	
0	**Poor** (more than five times observed to have not maintained smooth/orderly flow of traffic	/ /	/ /	/ /	_____

5 Conduct/Behavior - 4%

%		1	2	3
4	**Excellent** (always observed to be courteous/ responsive to the needs of the clients)	/ /	/ /	/ /
3	**Very Satisfactory** (once observed to be not courteous/responsive to the needs of the clients)	/ /	/ /	/ /
2	**Satisfactory** (two to three times observed to be not courteous/responsive to the needs of the clients)	/ /	/ /	/ /
1	**Fair** (four to five times observed to be not courteous/responsive to the needs of the clients)	/ /	/ /	/ /
0	**Poor** (more than five times observed to be not courteous/responsive to the needs of the clients)	/ /	/ /	/ / _____

6 General Appearance (Uniform - includes proper use of face masks and face shields; neat in appearance) - 2%

%		1	2	3
2	**Excellent** (always observed to be in proper uniform/neat in appearance)	/ /	/ /	/ /
1.5	**Very Satisfactory** (once observed to be not in proper uniform/neat in appearance)	/ /	/ /	/ /
1	**Satisfactory** (two to three times observed to be not in proper uniform/neat in appearance)	/ /	/ /	/ /
0.5	**Fair** (four to five times observed to be not in proper uniform/neat in appearance)	/ /	/ /	/ /
0	**Poor** (more than five times observed to be not in proper uniform/neat in appearance)	/ /	/ /	/ / _____

B. Are there any reported incidence or violations on your unit in the past months?

_____

_____

_____

C. Do you have any comments/suggestions for improvements?

_____

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