



Republic of the Philippines
DAVAO CITY WATER DISTRICT
 Km 2.5 MacArthur Highway, Matina, Davao City
 Telephone No. (+63)(82) 235-3293 local 1421
 Website: http://www.davao-water.gov.ph

SECURITY GUARD PERFORMANCE APPRAISAL

NAME:	Department & Position:	Period Covered:
DATE Hired:	Immediate Superior:	Employment Status:

PERFORMANCE RATINGS			DESCRIPTION
1	UNSATISFACTORY	1.9 & Below	Fails to meet performance standard
2	NEED IMPROVEMENT	2.0 to 2.9	Does not consistently meet performance standard
3	SATISFACTORY	3.0 to 3.9	Consistently competent performance which fully meets performance standard
4	VERY SATISFACTORY	4.0 to 4.9	Frequently exceeds performance standard
5	SUPERIOR	5.0	Consistently and greatly exceeds performance standard

EVALUATION OF WORK METHODS		RATINGS
1	Coordinating Assignments	
2	Transparency and Communication	
3	Dependability	
4	Initiative	
5	Adherence to company policy	
6	Behaviors	
7	Attendance	
8	Punctuality	
9	To carry with him at all times during his tour of duty his license and identification card and duty details order with an authority to carry firearms. (coc)	
10	He shall familiarize himself with the Private Security Agency Law (RA 5487) and the impementing rules and regulations. (coc)	
11	He shall reports to perform his duties always in proper uniform and neat in his appearance. (coe)	
12	He shall always be in proper inform and shall always carry with him his basic requirements and equipment such as writing notebook, ball pen, night stick and radio. (coc)	
13	He shall at all times be courteous, respectful and salute to his superior officers, government officials of the establishment where he is assigned and the company he is supposed to serve. (coe)	
14	He shall not read newspapers, magazines, books, etc. while actually performing his tour of duties. (coc)	
15	As a security guard, his fundamental duty is to serve the interest or mission of his agency in compliance with the contact entered into the clients of the agency he is supposed to serve. (coe)	
16	He shall be honest in thoughts and deeds both in his personal and actuations, obeying the law of the land and the regulations prescribed by his agency and those established by the company he is supposed to protect. (coe)	
17	He shall diligently and progressively familiarize himself with the rules and regulations laid by his agency and that of the customer or clients. (coe)	
18	He shall not drink intoxicating liquor immediately during or before his tour of duty. (coc)	

a. Please list down SG / LG strengths and areas for improvement.

b. Indicate what action, if any. Is recommendation regarding abovementioned Items (Transfer, Promotion, Demotion, Return to Agency).

Rated by:

Recommendation by:

 Immediate Superior / CSO / SO

 Department Manager / Client

Date: _____

Date: _____

Employee's (ratee's) Comments (Please use additional sheet if necessary)

 SG Name and Signature