

**POLICE NON-COMMISSION OFFICER PERFORMANCE EVALUATION REPORT
FOR SPO1 TO SPO2 (SECOND LEVEL)**

Rating Period:

1. Ratee's Name (Last Name) (Given Name) (Middle Name)				2. Rank			
3. Position/Designation				4. Unit Assignment/Station/District			
5. Years and Months in Current Position:							
PARTS	DIMENSIONS	PERFORMANCE INDICATORS	Point Allocation		Numerical Rating	Weighted Score	
I.	Output (points) (25)	a. Quality of work	5	x		=	
		b. Timeliness of work	3	x		=	
		c. Acceptability of output based on standard	4	x		=	
		d. Accomplishment of target	3	x		=	
II. C O R E C O M P E T E N C I E S	Job Knowledge (25 points)	a. Understanding of the job description	2	x		=	
		b. Awareness of the vision, mission, and objectives of the	2	x		=	
		c. Community oriented policing system	4	x		=	
		d. Creativity/Resourcefulness	2	x		=	
		e. Analytical Ability	2	x		=	
		f. Ability to solve problems/troubleshooting	2	x		=	
		g. Oral and written communication	4	x		=	
		h. Law Enforcement and Maintenance of law and order	2	x		=	
	Work Management (15 points)	a. Records Management & Submission of Reports	5	x		=	
		b. Compliance with and Implementation of Policies/SOP'S	4	x		=	
		c. Sense of Priority	4	x		=	
		d. Client Satisfaction/Orientation	4	x		=	
		e. Cost Effectiveness	4	x		=	
		f. Involvement/Presence in Activities	4	x		=	
	Interpersonal Relationship (15 points)	a. Receptive to Ideas/suggestions	4	x		=	
		b. Teamwork Management	4	x		=	
		c. Build Linkages and Networks	4	x		=	
		d. Ability to lead and follow	4	x		=	
		e. Motivation	4	x		=	
	Concern for the Organization (10 points)	a. Stewardship of unit's properties	3	x		=	
		b. Preservation of unit Interest	3	x		=	
		c. Coordination	4	x		=	
	III.	Personal Qualities (10 points)	Personal Trait	<input checked="" type="checkbox"/>	Personal Trait	<input checked="" type="checkbox"/>	
			Morally Upright		Civic-minded		
Honest				Responsible			
Well Groomed				Disciplined			
Fair and Just				Courteous/tactful			
Loyal to the Organization				Initiate positive action			
						x	=
TOTAL WEIGHTED SCORE (TWS)							
NUMERICAL PERFORMANCE RATING (NPR) = TWS / 5							
EQUIVALENT ADJECTIVAL PERFORMANCE RATING (APR) (Please refer to NPR-APR Table)							
Rater's Assessment of Ratee: I certify that this report represents my best judgement. () I DO () I DO NOT recommend this personnel to be granted () promotion () designation to a higher position () relief							
This personnel needs improvement on the following:							
Significant/Critical Incident(s)							
Acknowledged: Conformed: Attested:							
----- RATER		----- RATEE		----- REVIEWER			

(IF REFERRED TO THE GRIEVANCE COMMITTEE)

I certify that this report was referred to the Grievance Committee for review and evaluation.

Signature
Head, Grievance Committee