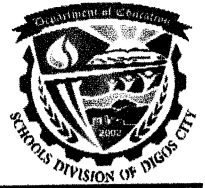




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




**DIVISION MEMORANDUM**

No. 638, s. 2017

To : **The BAC – Technical Working Group  
and Inspectorate Team**

- **SOLLIE B. OLIVER**, *Chairman*
- **HELEN N. FRANCONAS**, *Member*
- **STEPHEN R. PASCUAL**, *Member*
- **PETER-JASON P. SENARILLOS**, *Member*

From :   
**WINNIE E. BATOON, EdD**  
Officer-in-Charge  
Office of the Schools Division Superintendent

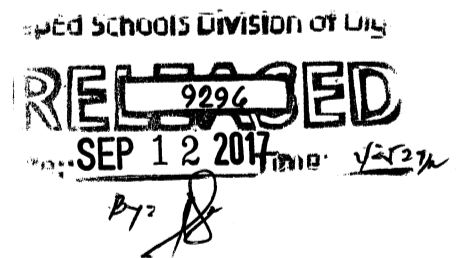
Subject: **Conduct of Annual Assessment on Security Services**

Date : **September 12, 2017**

The Contract on Security Services between Axzeen Security Agency and DepEd Digos City Division Office will terminate on September 30, 2017. However, the said Contract is renewable every year for three (3) years depending on Annual Assessment Results on Security Services. If warrants, then Axzeen Security Agency will continue to serve Digos City Division Office for another year.

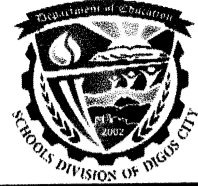
In connection with the said renewal of Contract, this Office directs all of you, being the Bids and Awards (BAC) – Technical Working Group and Inspectorate Team, to conduct Annual Assessment on Security Services provided by the Axzeen Security Agency. Attached to this Memorandum is the Performance Assessment Tool, which is based on the agreements contained in the Contract, to be used for the said assessment activity. Results of which shall be submitted to the Bids and Awards Committee (BAC) for appropriate action.

For compliance.





Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**ANNUAL ASSESSMENT ON SECURITY SERVICES**

Name of Security Agency: **AXZEEN SECURITY AGENCY**      Date of Assessment: \_\_\_\_\_

**Scoring Procedure:**

Point	Range	Response Category	Description Interpretation
4	3.26-4.00	Outstanding (O)	Very Highly Competent
3	2.51-3.25	Very Satisfactory (VS)	Highly Competent
2	1.76-2.50	Satisfactory (S)	Slightly Competent
1	1.00-1.75	Needs Improvement (NI)	Not Competent

PERFORMANCE CRITERIA		PERFORMANCE ASSESSMENT				REMARKS
		O (4)	VS (3)	S (2)	NI (1)	
1	<p>The <b>AGENCY</b> continually and satisfactorily renders and provides the <b>PROCURING ENTITY</b> with <b>three (3) Guards</b> who render security duty on the following schedules:</p> <p>6:00 A.M. – 2:00 P.M. – One (1) Guard            2:00 P.M. – 10:00 P.M. – One (1) Guard            10:00 P.M. – 6:00 A.M. – One (1) Guard</p>					
2	The <b>AGENCY</b> implemented sufficient trainings on security, protection and safety procedures, courtesy and respect, punctuality and efficiency.					
3	The <b>AGENCY</b> conducted proper and effective orientation on gender rules and the basic of VAWC Law, in order to ensure quality services.					
4	The <b>AGENCY</b> ensures that the persons assigned to the <b>PROCURING ENTITY</b> are qualified, possessing the necessary skills, experience, knowledge and appropriate moral and ethical integrity to perform satisfactorily the security services.					
5	The personnel guard assigned by the <b>AGENCY</b> to do the Security Services to the <b>PROCURING ENTITY</b> observe the requisite work standards and discipline of the job.					

PERFORMANCE CRITERIA		PERFORMANCE ASSESSMENT				REMARKS
		O (4)	VS (3)	S (2)	NI (1)	
6	The <b>AGENCY</b> provides at its exclusive expense and account all the equipment, tools, machineries, instruments, appurtenances, supplies and supervision needed, necessary or required for the performance and completion of the Security Services.					
7	The <b>AGENCY</b> provides, at its own expense, uniforms and identification cards to be worn at all times by its personnel or employees who are rendering the Security Services.					
8	The <b>AGENCY</b> recognizes the position of trust and confidence reposed upon it by the <b>PROCURING ENTITY</b> .					
9	The <b>AGENCY</b> performs its obligations in the most efficient and competent manner, to use its skill and good judgement, to always act in good faith, and to carry on the execution of the Security Services in the most expeditious and economical manner consistent with the interest of the <b>PROCURING ENTITY</b> .					
10	The <b>AGENCY</b> supervises, controls, and maintains efficient and effective discipline over its personnel guard consistent with the interest of the <b>PROCURING ENTITY</b> .					
11	All personnel guard or persons engaged by <b>AGENCY</b> to perform the Security Services comply and abide all security rules and regulations of the <b>PROCURING ENTITY</b> while within the office premises.					
12	The <b>AGENCY</b> instituted immediate measures and action on report of the <b>PROCURING ENTITY</b> or any of its authorized representatives on any untoward act, wrongdoing, negligence, misconduct, or malfeasance of the personnel guard or person assigned to perform the Security Services.					
13	The <b>AGENCY</b> as the employer of the personnel assigned to the <b>PROCURING ENTITY</b> ensures that all their salaries and benefits are paid and given and that all labor standards and related laws are complied with.					
14	The <b>AGENCY</b> submitted copies of employment contract by and between its assigned security personnel including copies of their monthly payroll as required by the <b>PROCURING ENTITY</b> .					

PERFORMANCE CRITERIA	PERFORMANCE ASSESSMENT				REMARKS
	O (4)	VS (3)	S (2)	NI (1)	
15 The AGENCY issues licensed handgun or shotgun only and never issued high power weapons to all its assigned security guard or person in the PROCURING ENTITY'S premises.					
16 The AGENCY'S assigned guards always inform the PROCURING ENTITY of the assigned security and safety monitoring personnel on any crime incidents within the office premises, and takes responsibility on doing police blotter.					
17 The AGENCY agrees to assume damages for loss of property, injuries due to security negligence and non-performance of required security obligations.					
18 The AGENCY's legal authority as Private Security Agency granted by the PNP is valid.					
19 The AGENCY submitted all billings to the PROCURING ENTITY every 15 <sup>th</sup> and 30 <sup>th</sup> day of each month with documents outlining actual work performed.					
20 The AGENCY has enrolled in the Registry of Agencies and Sub-agencies of the Regional Office of the Department of Labor and Employment XI.					
21 The AGENCY has secured all necessary licenses for it to engage private Security Contract.					

**RECOMMENDATION:**

Recommended for renewal of contract for another one year.

Not recommended for renewal of contract.

**Assessed by: THE BIDS AND AWARDS COMMITTEE(BAC) TECHNICAL WORKING GROUP AND INSPECTORATE TEAM**

Function	Name	Signature
Chairman	SOLLIE B. OLIVER	
Members	HELEN N. FRANCONAS	
	PETER-JASON P. SENARILLOS	
	STEPHEN R. PASCUAL	