

## ANNEX A

(BF-Form 2)

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) OR TWO (2) SIMILAR COMPLETED CONTRACTS**

**NAME OF CONTRACT TO BE BID: PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP AREA I UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

This is to certify that \_\_\_\_\_ has the following Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least Fifty Percent (50%) of the Approved Budget to the Contract (ABC) or at least two (2) Similar Completed Contracts and the aggregate contract amounts should be equivalent to at least "fifty percent (50%)" of the ABC, with the largest of these similar contracts being equivalent to at least "twenty five percent (25%)" of the ABC and completed within the last three (3) years (CY 2021 to present):

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name & Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End-User's Acceptance

**Note:** The supporting documents stated below shall be required as attachment.

- 1.) Contract Agreement; and
- 2.) Certificate of Performance

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## ANNEX B

### SUMMARY OF BID

CAAP AREA V	Total No. of Guards	Contract Rate Per Guard (Day Shift)	Contract Rate Per Guard (Night Shift)	Total Labor Cost Per Month	Total Labor Cost Per Year
1. Bicol International Airport					
2. Legazpi Airport					
3. Naga Airport					
4. Masbate Airport					
5. Virac Airport					
6. Bacon Airport					
7. Bulan Airport					
8. Dact Airport					
<b>TOTAL</b>					

### **II. GRAND TOTAL BID *(in words and in figures)***

\_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

## ANNEX C

Republic of the Philippines)  
City of Pasay )  
x-----x

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_, of legal age, Filipino, married/single, with postal address at \_\_\_\_\_, after having been duly sworn to law, do hereby depose and say:

1. That I am the same person who caused the execution of this Affidavit;
2. That I am the (registered owner/manager/duly authorized representative) of (business name), a business engaged in security services with the following details:

Business address :  
PSA Regular License to Operate No. :  
Contact Number :  
Email Address :

3. I am aware of the terms and conditions laid down by the CAAP Bids and Awards Committee for this procurement activity;
4. Thus, in adherence to the foregoing, (Name of Business) hereby undertakes the following:
  - a. That the Security officers/guards we will provide shall undergo Basic Aviation Security Training (*Phase I – Theoretical* and *Phase II – OJT Checkout*) within six months from the date of posting of guards and shall directly coordinate with CSIS for the schedule of said trainings.
  - b. That the security personnel we will provide shall undergo Aviation Security (AVSEC) Re-Currency Course every two (2) years to be conducted by CAAP CATC & CSIS Mobile Training Team for previously deployed aviation security personnel;
  - c. That we will provide the venue for the aforementioned Basic and Re-currency AVSEC trainings;
  - d. That a Liaison Office located within five (5) kilometers from the CAAP AREA

CENTER V, with office equipment (desktop computer, filing cabinets, and office tables), consumable office supplies, office/company signage and manned by office clerk/personnel at company expense one-week prior deployment. Makeshift office shall not be acceptable.

- e. The company will present before the BAC TWG its MDRs, for the last three (3) consecutive months, during Post Qualification Validation/Visit, to ascertain and ensure that the cap of 2,000 security guards is not exceeded, taking into account the prospective bidder's projected and/or additional number of guards it shall employ and deploy to CAAP, in compliance with the RA No. 11917 or The Private Security Services Industry Act.
5. In case of violation of any of the foregoing, (Name of Business) shall interpose no objection to the automatic disqualification in this procurement activity;
6. That I execute this affidavit in order to attest the truth of the above facts for all legal intents and purposes it may serve;

**IN WITNESS WHEREOF**, the Affiant hereby fixes his signature this \_\_\_\_\_ at \_\_\_\_\_

**NAME OF AFFIANT**  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_, who has satisfactorily proven his identity to me through his \_\_\_\_\_, that he is the same person who personally signed the foregoing affidavit before me and acknowledged that he executed the same.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;

## ANNEX D





Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

06 MAR 2024

AUTHORITY ORDER NO 079-2024

In compliance with Sections 5.6 and 5.7 of the Contract for Security Services and Terms of Reference for CAAP Airports and Facilities Nationwide, a CAAP Technical Review and Assessment Compliance (TRAC) Committee shall conduct quarterly Security Performance Review to assess the performance of the Private Security Agency (PSA) in terms of Contract Compliance.

The Committee shall be composed of the following personnel:


<b>MGEN. RICARDO C. BANAYAT, AFP (RET)</b> Assistant Director General II, CSIS	Chairman
<b>BGEN. DIONISIO L. ROBLES, AFP (RET)</b> Division Chief III, IID, CSIS	Member
<b>COL ISAIAS N ESPINO PAF(RET)</b> Division Chief III, SD, CSIS	Member
<b>RUBEN O. OGABAR</b> Asst. Division Chief, SD, CSIS	Member
<b>MARMIL M. BONGAS</b> Chief, Operations, SD, CSIS	Member
<b>NERISSA S. RIVERA</b> Civil Security Assistant B	Member
<b>ALVIN U. GARCIA</b> Industrial Security Guard B	Member

The Committee shall assess the performance of the PSA in terms of Manpower Requirements, Supplies, and Equipment Inspection, Personnel/Work Performance, and other related requirements which will form part of the Reference Review of the PSA.

In addition to its performance, above named personnel shall conduct monitoring of the PSA's performance and deficiencies after every quarter of the year and shall report all findings of the Committee to the Director General, CAAP, being the Head of the Procuring Entity (HoPE).

Upon receipt of this order, the above-named personnel shall report to the HoPE for further instructions.

All orders and/or memoranda in conflict herewith are hereby rescinded.

  
**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
Director General

CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES  
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(NOT VALID WITHOUT SIGNATURE)  
 3-6-2024  
**MACORINA L. ORDOÑO**  
Public Officer II  
Certified Records & Archives Division





Republic of the Philippines  
**CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES**



06 MAR 2024

**MEMORANDUM CIRCULAR 006 - 2024**

**TO : ALL CONCERNED**

**SUBJECT : GUIDELINES AND PROCEDURES FOR THE MONITORING, AND  
CONDUCT OF PERFORMANCE EVALUATIONS OF PRIVATE  
SECURITY AGENCIES CONTRACTED BY CAAP**

**1.0 BACKGROUND**

The Civil Aviation Authority of the Philippines (CAAP) has entered a contract agreement with Private Security Agencies (PSA) which will undertake security to safeguard and protect offices, airports, and air navigational facilities managed and operated by the CAAP.

The performance of the PSA shall be assessed and evaluated regularly by the CAAP Security and Intelligence Service (CSIS) to ensure compliance of personnel, equipment and procedures based on the requirements of the security service contract agreement and terms of reference (TOR).

Violations, deficiencies, and incidents incurred by the PSA based on the TOR shall be consolidated for proper monitoring, evaluation, appropriate corrective actions and, when warranted, the imposition of penalties.

**2.0 SCOPE**

This memorandum shall cover all CAAP-managed and operated airports and/or facilities and all Private Security Agencies (PSA) under a security service contract agreement with CAAP and other personnel who may be authorized/ hired by the Director General to perform security-related activities/duties.

**3.0 OBJECTIVES**

- 3.1 To ensure efficient and effective management of security and all related activities.
- 3.2 To ensure efficient and effective monitoring of work performance including work-related violations, offenses, and deficiencies committed by Private Security Agencies as stipulated under the security service contract agreement with CAAP.
- 3.3 To provide clear guidelines regarding the evaluation and issuance of performance ratings of PSAs contracted by CAAP.
- 3.4 To provide guidelines for security service contract termination.

**4.0 PROCEDURES**

**4.1 Management and oversight of contracted PSAs:**

- 4.1.1 The CSIS Airport Security Manager (CAiSM) has the inherent duty to oversee the PSA personnel under his/her watch. In areas with no assigned CSIS Airport Security Manager, the CSIS Area Security Manager

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MARIONA L. ORDIO  
Records Officer II  
Central Records & Archives Division



(CAiSM) shall be the lead person in the management and oversight of the PSA personnel.

4.1.2 The CSIS Airport or Area Security Manager shall have close coordination with the PSA's Detachment Commander in its oversight function of the PSA personnel under his/her watch.

4.1.3 The Standard Operating Procedure (SOP) on Guard Mounting and Patrol and Inspection and other applicable rules and regulations on contracted security service providers shall govern the employment of duties and responsibilities of contracted PSAs and by utilizing the prescribed inspection checklists and documents below:

4.1.3.1 Security Equipment Inspection Checklist (**Annex A**);

4.1.3.2 Private Security Guard Inspection Checklist (**Annex B**);

4.1.3.3 Offenses/Violations Reports (**Annex C**); and,

4.1.3.4 Incident Monitoring Template/Form (Major and Minor Incidents) (**Annex D**).

4.1.4 When accomplishing the said documents, they shall be duly signed by the CSIS Airport Security Manager/Shift-in-Charge and the Detachment Commander or authorized PSA Representative. Copy of the inspection checklists and documents shall be given to the PSA for their information and appropriate action.

**4.2 Conduct of Monitoring and Evaluation of Security Procedures of Contracted PSA at the Airport Level: (See Attachment A – Flowchart in the Conduct of Monitoring and Evaluation of Security Procedures of Contracted PSA at the Airport Level)**

4.2.1 The CAiSM shall monitor the performance of the PSA personnel under his/her area of operation (AOR). He/she shall then consolidate daily inspection reports, incident monitoring checklists, and work-related violations/offenses reports (**Annex E**) committed by the PSA personnel.

4.2.2 All reports shall be duly signed by the CAiSM and PSA Detachment Commander.

4.2.3 Reports on work-related violations/offenses committed by the PSA personnel shall also serve as an advance notification to the PSA through the PSA Detachment Commander for their appropriate action.

4.2.4 In case of non-concurrence, the PSA Detachment Commander shall submit in writing a justification within **72 hours** upon receipt of notice as to why the said violation/offense should not be considered. The CAiSM shall also submit a corresponding justification on the noted violation or offense committed by the PSA personnel as contained in the submitted report.

4.2.5 Failure of the Detachment Commander to reply within the specified period shall mean a waiver of the right to contest or dispute the said violation/s and it shall be considered final, due, and demandable thereafter.

4.2.6 The CAiSM shall then submit to the CAiSM a monthly consolidated report within the **first seven (7)** calendar days of the following month with

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Security Officer II  
Civil Aviation Authority of the Philippines



the following attachments (Inspection violations and Incident Monitoring Checklist) including notice of violations and corresponding justification if a contest had been made by the PSA at the airport level.

**4.3 Conduct of Monitoring and Evaluation of Security Procedures of Contracted PSA at the Area Level: (see Attachment B – Flowchart in the Conduct of Monitoring and Evaluation of Security Procedures of Contracted PSA at the Area Level)**

4.3.1 The CArSM shall consolidate monthly reports relating to work-related violations and offenses (**Annex E**) committed by PSA personnel in all airports under his/her AOR.

4.3.2 If there are noted work-related violations on the submitted report that were concurred/attested by the PSA Detachment Commander, the CArSM shall then notify through a formal letter the contracted PSA of their committed violations with the corresponding penalties in accordance with the Table of Offenses/Violations and Penalties in the Terms of Reference (TOR) within the specified month for their information. He/she shall also issue to the PSA a Certification for Security Services Rendered or in case of no noted violation/s a Certification of Performance (**Annex F**) shall be issued instead as an attachment for their billing.

4.3.3 If there was an accompanying contest and justification on the noted work-related violations report submitted by the CAiSM, the CArSM shall then investigate to determine whether the contest or justification shall be given merit. He/she shall then inform the CSIS Security Division – Main Office of the result of his investigation and shall also notify the PSA of the result of the investigation. In case the PSA still contests the result of the investigation conducted by the CArSM, the CSIS Security Division – Main Office shall then lead the conduct of the investigation which shall be resolved within thirty (30) days from the date of its endorsement to the CSIS Security Division – Main Office by the CArSM. Within such a period, the CSIS Security Division – Main Office may require the submission of documents, exhibits, or other evidence from the contracted PSAs to aid the CSIS Security Division – Main Office in reaching its decision.

4.3.4 The CSIS Security Division – Main Office shall notify the contracted PSA of its decision on the violation/s committed and its corresponding penalty/ies through a formal letter which shall likewise be furnished to the CSIS Security Division – Area Manager, who shall thereafter effect the payment of the penalty/ies imposed according to the next succeeding paragraph. The decision of the CSIS Security Division – Main Office shall be considered final and unappealable.

4.3.5 CSIS Area Security Managers shall then submit the consolidated monthly security violations and penalties incurred by PSA in all airports under his/her Area of Responsibilities (AOR) to CAAP Area Accounting on or before the **tenth (10<sup>th</sup>) day** of the month for processing and deductions of penalties on the PSA's next billing month. A copy of which shall also be furnished to their respective Area/Airport Manager.

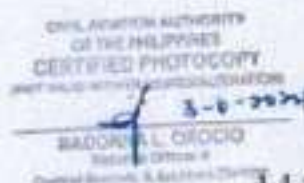




- 4.3.6 The CArSM shall also submit a copy of the consolidated monthly security violations and penalties incurred by PSA to the CSIS Security Division – Main Office on or before the **fifteenth (15<sup>th</sup>) day** of the following month for their information and perusal.
- 4.3.7 Nothing in the foregoing procedures shall preclude the CArSM and/or the CSIS Security Division – Main Office from recommending the termination of the contract in accordance with Item 4.6 hereof should the same be applicable.

#### **4.4 Procedures in Evaluation of PSA through Technical Review and Assessment Compliance (TRAC) at the Main Office Level**

- 4.4.1 A committee composed of CSIS representatives shall be formed to compose the CAAP-TRAC based on the approved Authority Order (**Annex G**). The committee shall evaluate the Private Security Agency's performance after every quarter of the year following the terms and conditions of the contract between the PSA and CAAP. Report of the findings of the Committee shall be submitted to the Director General.
- 4.4.2 The performance evaluation shall look into the manpower requirements, supplies and equipment inspection, personnel/work performance, and other related requirements that will form part of the Performance Review of the PSA. The result of the TRAC's performance evaluation shall be provided to the contracted PSA through a formal notification for their immediate rectification and appropriate action.
- 4.4.3 The PSA shall maintain at least a **"SATISFACTORY"** level of performance throughout the term of the Contract based on the CAAP set Performance Evaluation Assessment Form (**Annex H**).
- 4.4.4 Two consecutive failed ratings of CSIS TRAC shall be grounds for termination of the contract in accordance with Item 4.6 hereof. A written notification shall be issued to the contracted PSA and shall be given **seven (7)** calendar days upon receipt of the notification to appeal on why the contract should not be terminated.
- 4.4.5 The PSA provider has **seven (7)** days to reply upon receipt of the notice of violation/s. Failure to reply within **seven (7)** days shall mean a waiver of the right to contest or dispute the said violation/s and it shall be considered final, due, and demandable thereafter.
- 4.4.6 Based on the Performance Assessment, CAAP may cause the termination process of the Contract for the failure of the PSA to perform its obligations following the procedure prescribed under the "Guidelines of Termination of Contracts" issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.
- 4.4.7 Before the end of the contract period, the CSIS-TRAC Committee shall conduct an assessment or evaluation of the performance of the PSA based on the CAAP set Performance Criteria. The overall average Ratings of the Committee shall be **"Eighty Percent (80%)"** to qualify for the extension of





the Contract for another year. The result of the performance evaluation is non-appealable.

#### **4.5 Procedures in Issuance of Performance Rating of Security Provider:**

- 4.5.1 The certificate of performance rating of PSA is issued upon request of the PSA whether it is an existing or current contractor of CAAP. The letter request must be addressed to the Assistant Director General II, CSIS through the CAAP Area Manager and must clearly indicate the purpose of said document.
- 4.5.2 The Certification shall be recommended by the CAAP Area Manager and signed and issued by the Assistant Director General II, CSIS (**Annex I**).
- 4.5.3 The issuance of the performance rating shall be based on the 100 merit points that need to be maintained monthly.
- 4.5.4 Any noted minor violation or offense that was committed shall correspond to one demerit point. It shall be deducted from the 100 merit points that need to be maintained monthly by the PSA (**Annex J**).
- 4.5.5 At the end of the one-year rating period, the monthly merits are added and divided by 12 to get the average percentage.
- 4.5.6 The following are the corresponding values of the merit points at the end of the rating period:
  - 4.5.6.1 Outstanding - 91 percent to 100 percent
  - 4.5.6.2 Very Satisfactory - 81 percent to 90 percent
  - 4.5.6.3 Satisfactory - 71 percent to 80 percent
  - 4.5.6.4 Unsatisfactory - 70 percent and below
  - 4.5.6.5 A rating of unsatisfactory at the end of the rating period shall mean the termination of the services of the PSA.
- 4.5.7 The CAAP shall not also be precluded from taking appropriate actions that would cause the termination of the services of the PSA in any case of major violations constituting a breach of contract by the PSA at any given time within the rating period.

#### **4.6 Procedures in Termination of PSA Contract:**

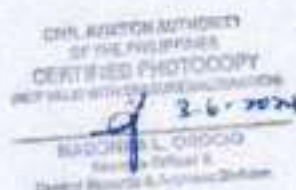
- 4.6.1 Owing to the nature of the services rendered by the PSA/Security Provider, CAAP shall have the right to cause the cancellation/termination of the contract based on the grounds stipulated in the relevant provisions of the Implementing Rules and Regulations of R.A. No. 9184, and/or the Terms of Reference (TOR), such as but not limited to:
  - 4.6.1.1 Revocation by the PNP/SOSIA of the AGENCY's License to Operate (LTO);
  - 4.6.1.2 Expiration or suspension of the PSA's LTO;
  - 4.6.1.3 Expiration or cancellation of the PSA's Certificate of Registration as Contractor issued by the Regional Office of the

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Assistant Director General II  
Director of Security & Safety Division



Department of Labor and Employment where the PSA principally operates;

- 4.6.1.4 Failure of the PSA to maintain its Performance Security Bond within the period specified in Item 18.5 of the Terms of Reference;
- 4.6.1.5 Failure of the PSA to provide a new and replacement Performance Security Bond as provided under item 18.2 of the Terms of Reference;
- 4.6.1.6 When the misconduct, fault, or negligence of the PSA or its security personnel, or a violation by the PSA of its obligations, results in physical injury or death to other security personnel of the PSA, or CAAP personnel or third parties, or when such misconduct, fault, negligence or violation causes loss of or damage to airports/facilities under any CAAP Area Center or properties of CAAP personnel or third parties;
- 4.6.1.7 Non-payment by the PSA of the salaries/wages and other employment benefits of its security guards/employees assigned to airports/facilities under any CAAP Area Center. The PSA's non-collection for security services from CAAP should not, at any time, be used by the former as an excuse for not paying its guards;
- 4.6.1.8 Non-remittance/non-payment by the PSA of the compulsory social security benefit required contributions (including the employer's share/contribution, as applicable) to the SSS, PhilHealth, Pag-IBIG, and Employees Compensation/State Insurance Fund per the DOLE Department Order No. 150-16 Section 7.5 and other related legislated laws;
- 4.6.1.9 Any false, misleading, or fraudulent representation made by the PSA in connection with the procurement or bidding process, or in connection with the implementation of, or the performance of its obligations under, the contract;
- 4.6.1.10 The PSA has engaged or is engaging in corrupt or collusive or coercive or obstructive practices defined in ITB 3.1(a) and GCC 2.1(a), or is engaging in unlawful or unethical business or employment practices;
- 4.6.1.11 Failure of the PSA to implement the payment of wages and other legal entitlements of its security guards posted at airports/facilities under any CAAP Area Center in accordance with the contract provisions;
- 4.6.1.12 Summary of Violations exceeded 10% of the total amount of the contract;
- 4.6.1.13 Failure of the PSA or its security personnel to comply with their obligations under the contract;





4.6.1.14 Violation by the PSA of any of the provisions of the contract, or

4.6.1.15 Two consecutive failed ratings in the Performance Assessment of the CAAP-TRAC

4.6.2 The Area Security Manager shall submit to the Security Division the performance rating of the PSA and/or any violations pertaining to items 23.1 to 23.4 of the terms of reference and duly noted by the CAAP Area Manager.

4.6.3 The Security Division upon receipt of the recommendation shall verify the veracity of the report through document review and/or on-site inspection/verification. A formal written notification will be issued to the PSA and will be given **five (5)** calendar days to appeal the recommendation for termination of the contract.

4.6.4 The PSA has **five (5)** days to reply upon receipt of the notice of violation/s. Failure to reply within five (5) days shall mean a waiver of the right to contest the contents of the inspection.

4.6.5 Upon verification and evaluation, the Security Division with the concurrence of the ADG II, CSIS shall prepare a verified report and recommend to the Director General the termination of the security services contract of the PSA.

4.6.6 The Notice of Termination<sup>1</sup> shall be issued to the PSA which shall in return submit within **seven (7)** calendar days to appeal by submitting a verified position paper stating therein why the contract agreement shall not be terminated. If the PSA fails to do so, CAAP shall issue an order terminating the contract.

4.6.7 Should the contract be canceled or terminated, the PSA shall not be entitled to any right other than those which may have accrued at the time of the cancellation or termination of the contract.

4.6.8 Upon termination of the contract, the PSA shall immediately and without need of further demand, indemnify CAAP for any loss or damage sustained by the latter on account of any abovementioned grounds for termination no later than five (5) calendar days from receipt of the notice of termination, provided that the amount to be indemnified was specifically indicated in the notice of termination.

4.6.9 In case of cancellation or termination of the contract under Item 23.1 of the terms of reference, the PSA shall submit such quitclaims, releases, or undertakings as CAAP may require.

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WILLIAM L. ORDOÑO  
Security Officer II  
Central Security & Safety Division

<sup>1</sup> The notice shall state:

- that the contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
- the extent of termination, whether in whole or in part;
- an instruction to the Supplier/Contractor/Consultant to show cause as to why the contract should not be terminated; and
- special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report.



4.6.10 In the event that the PSA files a verified Position Paper, CAAP shall decide whether or not to terminate the contract within a non-extendible period of ten (10) calendar days. The termination shall only be based on the ground/s stated in the Notice to Terminate.


**5.0 RESCISSION:**

Any policies or procedures in conflict with this Memorandum are hereby rescinded.


**6.0 EFFECTIVITY:**

This Memorandum takes effect immediately upon the approval of the Director General. For guidance and strict compliance.

Prepared by:

  
**MGEN RICARDO C. BANAYAT, AFP (RET)**  
Assistant Director General II, CSIS

Recommending Approval:

  
**ATTY. DANJUN G. LUCAS**  
Deputy Director General for Administration



Approved:

  
**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
Director General

## ATTACHMENT A

### Conduct in the Monitoring and Evaluation of Contracted PSA and the Process of Protest at Airport Level

The process starts here:

CSIS Airport Security Manager (CSIS AiSM) Shall daily monitor/inspect performance of Private Security Agency (PSA) personnel in his AOR and note work-related violations and offenses through PSA Consolidated Violations and Offenses Checklist

CSIS AiSM prepares consolidated violations and offenses for the month and confers with PSA Detachment Commander for concurrence.

Does PSA concur?

Yes

CSIS AiSM to provide PSA Detachment Commander (PDC) an advance notice of said violations for their appropriate action

No

PSA is to submit in writing a justification within 72 hours\* as to why the violation/s should not be considered

\* Nota bene:

Failure of PSA to reply within 72 hours shall mean a waiver of the right to contest or dispute the violation and becomes final, due, and demandable thereafter.

CSIS AiSM is to submit to the CSIS Area Security Manager (ArSM) a monthly consolidated report within the first seven (7) days of the following month to include the following:

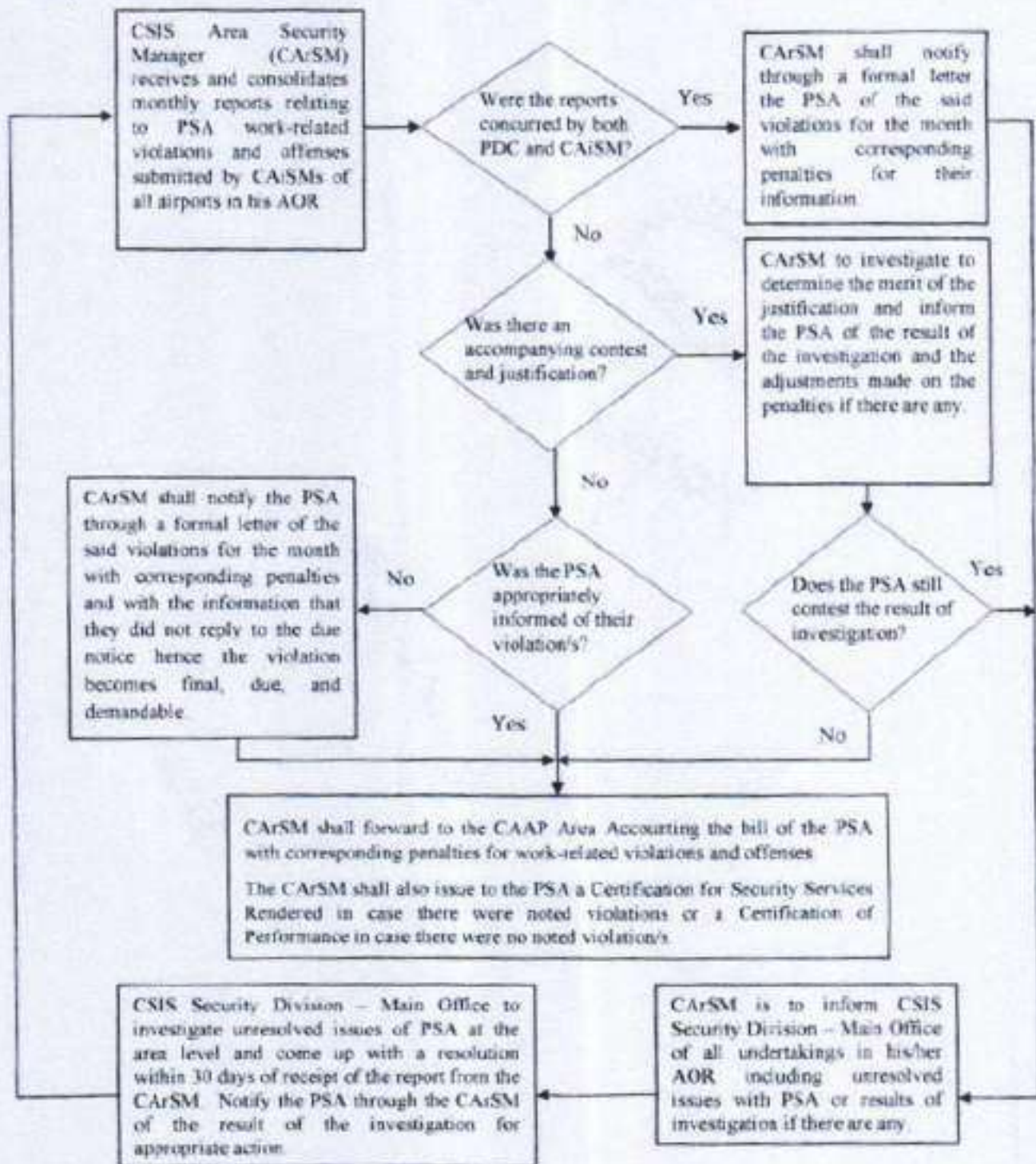
1. Inspection Violations
2. Incident Monitoring Checklist
3. Notice of violations
4. Justification (if a contest has been made)



## ATTACHMENT B

### Conduct in Monitoring and Evaluation of Contracted PSA and the Process of Protest at Area Level

The process starts here:





Civil Aviation Authority of the Philippines  
**SECURITY EQUIPMENT INSPECTION CHECKLIST**

Date & Time of Inspection : \_\_\_\_\_ Ref. No. \_\_\_\_\_  
Name of Airport/Facility : \_\_\_\_\_  
Name of Security Agency : \_\_\_\_\_

List of Required Equipment stipulated in the Terms of Reference (TOR) to be used by the Security Agency exclusively for Civil Aviation Authority of the Philippines (CAAP):

Seq. No.	PARTICULARS	Required	Actual Inspected	REMARKS
1	9MM, Pistol with extra magazine			
2	Ammunition (7 rounds per magazine for 9MM)			
3	12GA Shotgun			
4	Ammunition (18 rounds each Shotgun)			
5	Cal. 22 Rifle with scope and 50 rounds ammo.			
6	Radio Transceiver, mobilize, utilize as Base Radio with complete accessories and Antenna (UHF/VHF)			
7	Handheld Radio (HHR) with Headset and valid license			
8	Battery charger for HHR			
9	Extra Rechargeable Batteries for HHR			
10	Cellular Phone (CP) w/ camera, MMS capable			
11	Four (4) – wheeled vehicle			
12	Motorcycle (at least 125cc)			
13	Handheld Metal Detector (HHMD)			
14	Computer w/ Printer			
15	Digital Camera (DC) with at least 14 mega pixel			
16	Under Vehicle Inspection Mirror (UVIM)			
17	Handheld Search Light (HHSL)			
18	Megaphone (MP), battery operated			
19	Reflectorized Vest, all weather, marked with "SECURITY"			
20	Reflectorized Gloves			
21	Pre-numbered Logbook			
22	Class "A" Uniform & Paraphernalia's			
23	Raincoat			
24	Rain Boots			
25	Medicine / First Aid Kit			
26	Handcuff			
27	Flashlight			





Civil Aviation Authority of the Philippines  
**SECURITY EQUIPMENT INSPECTION CHECKLIST**

28	Nightstick / Baton			
29	Whistle			
30	Bundy Clock			

Inspection Conducted By:

\_\_\_\_\_  
Signature of CSIS Shift Supervisor  
Over Printed Name

In witness whereof, I have hereto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_, Philippines that (a) I committed the violation(s) as check above, (b) I read it, and its contents are true of my personal knowledge

Attested By:

\_\_\_\_\_  
Signature of PSA Area Security  
Coordinator / Supervisor over Printed

Noted By:

\_\_\_\_\_  
Signature of Chief for Operations, SD-CSIS  
Over Printed Name

### Private Security Agency Guards Inspection Checklist

Date \_\_\_\_\_  
Shift \_\_\_\_\_

- Check if guard being inspected is complaint, Discrepancies shall be subjected according based on PSA Terms of Reference (TOR)

[illegible]

Inspected By:

Attested By \_\_\_\_\_

Noted By:

CSIS Representative

PSA Representative

Chief for Operation, SD-CSIS





Civil Aviation Authority of the Philippines  
**PSA VIOLATIONS/OFFENSES CHECKLIST**

Date: \_\_\_\_\_

Control No.: \_\_\_\_\_

Name of PSA / Security Provider: \_\_\_\_\_

Name of Security Personnel: \_\_\_\_\_

Post of Assignment: \_\_\_\_\_

Time of Shift / Time Committed the Offense: \_\_\_\_\_

**A. List of Violations/Offenses committed by PSA Security Personnel (Security Officers / Guards)**

Major Violations/Offenses		Penalty	Remarks
<input type="checkbox"/>	1. Abandonment of Post (Leaving post without properly relieved)	<input type="checkbox"/> Per each report, deduct from the billing of <b>Php50,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	2. Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guard	<input type="checkbox"/> Subject to investigation findings, deduct from the billing of <b>Php50,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	3. Posted Security Guard found drunk, drinking intoxicated liquor, or found under the influence of prohibited drugs while ON Duty	<input type="checkbox"/> Per each report, deduct from the billing of <b>Php50,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	4. Security Guard firing or fired his firearms indiscriminately.	<input type="checkbox"/> Deduct from the billing of <b>Php50,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	5. Security Guard posted without security guard license or expired license.	<input type="checkbox"/> Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	6. Posted Security Guard observed playing with his service firearm or allowed others to play or tinker with his firearm.	<input type="checkbox"/> Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	7. Security Guard apprehended for alarm scandal or disorderly conduct within the premises of CAAP, ON or OFF Duty.	<input type="checkbox"/> Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	8. Security Guard engaging in mulcting or extortion activities.	<input type="checkbox"/> Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon	





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PSA VIOLATIONS/OFFENSES CHECKLIST**

			receipt of the written notice from the CAAP.	
Minor Violations/Offenses		Penalties		Remarks
<input type="checkbox"/>	1. Guard performing duty for more than twelve (12) hours	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per incident.	
<input type="checkbox"/>	2. Failure of the Security Guard to report to duty without prior notice	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per incident.	
<input type="checkbox"/>	3. Manifested dishonesty, display of discourteous or rude manner or failure to render appropriate respect or courtesy to CAAP's officials and employees or visitors	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	4. Security Guard found Sleeping while on Duty.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.	
<input type="checkbox"/>	5. Failure of the posted Security Guard to carry his license to exercise his profession as Private Security Guard.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per incident.	

**B. List of Violations/Offenses by Private Security Agency (PSA) / Security Provider:**

Major Violations/Offenses		Penalty	Remarks
<input type="checkbox"/>	1. If failed to provide the required service vehicle as per contract.	<input type="checkbox"/> Deduct from the billing of <b>Php5,000.00</b> per vehicle per day.	
<input type="checkbox"/>	2. Failed to provide fuel allocation 50% of fuel Tank Capacity for PSA service vehicle	<input type="checkbox"/> Deduct from the billing of <b>Php3,000.00</b> per day.	
<input type="checkbox"/>	3. Its service vehicle is unserviceable	<input type="checkbox"/> Deduct from the billing of <b>Php5,000.00</b> per vehicle per day.	
<input type="checkbox"/>	4. It failed to issue firearm to posted guard	<input type="checkbox"/> Deduct from the billing of <b>Php5,000.00</b> per post per day.	
<input type="checkbox"/>	5. It issued firearm without license.	<input type="checkbox"/> Deduct from the billing of <b>Php10,000.00</b> per firearm without license per day.	
<input type="checkbox"/>	5. It issued a defective firearm to posted guard.	<input type="checkbox"/> Deduct from the billing of <b>Php5,000.00</b> per firearm per day.	





Civil Aviation Authority of the Philippines  
**PSA VIOLATIONS/OFFENSES CHECKLIST**

<input type="checkbox"/>	7. It issued a firearm to a posted guard not owned or licensed in the name of the PSA.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.	
<input type="checkbox"/>	8. It issued a firearm to a posted guard not included in the TIAC Inspection	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.	
<b>Minor Violations/Offenses</b>		<b>Penalty</b>		<b>Remarks</b>
<input type="checkbox"/>	9. It provided a service vehicle but not in accordance with the contract	<input type="checkbox"/>	Deduct from the billing of <b>Php1,000.00</b> per vehicle per day.	
<input type="checkbox"/>	10. It issued firearm of lower calibre than per required under the contract.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.	
<input type="checkbox"/>	11. It had not issued extra magazine or holder for extra ammunition.	<input type="checkbox"/>	Deduct from the billing of <b>Php100.00</b> per magazine per day.	
<input type="checkbox"/>	12. It had issued ammunitions short of the requirements as per contract or had issued reloaded ammunition.	<input type="checkbox"/>	Deduct from the billing of <b>Php100.00</b> per ammunition per day.	
<input type="checkbox"/>	13. Its radio/communication equipment is defective or unserviceable	<input type="checkbox"/>	Deduct from the billing of <b>Php500.00</b> per radio equipment per day.	
<input type="checkbox"/>	14. It failed to provide the required number of radios or communication equipment as required under the contract.	<input type="checkbox"/>	Deduct from the billing of <b>Php500.00</b> per radio/communication equipment per day.	
<input type="checkbox"/>	15. It posted guard(s) that are not qualified as per contract.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per day per guard and removed of the guard from any detail upon receipt of CAAP's notice	
<input type="checkbox"/>	16. It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.	<input type="checkbox"/>	Deduct from the billing of <b>Php500.00</b> each lacking or unserviceable equipment per day.	
<input type="checkbox"/>	17. Failed to provide PSA guard pay slip.	<input type="checkbox"/>	Deduct from the billing of <b>Php500.00</b> per guard.	
<input type="checkbox"/>	18. Failed to submit Billing with required documents based on SCC GCC Clause 2.2. on or before 10 <sup>th</sup> day of the next billing month	<input type="checkbox"/>	Deduct from the billing of <b>Php1,000.00</b> non-submission of documents per day.	





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PSA VIOLATIONS/OFFENSES CHECKLIST**

**C. Miscellaneous - List of violations/offenses**

Minor Violations/Offenses		Penalty	Remarks
<input type="checkbox"/>	1. Smoking while ON Duty.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	2. Reading newspaper, comics, and other unofficial reading materials while ON Duty.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	3. Using of mobile phone while on duty.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	4. Sporting the non-regulation haircut, beard/moustache or not in proper uniform while ON Duty.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	5. Engaging in prolonged or unnecessary conversation over the telephone or with visitors/employees while ON Duty.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	6. Security Guard without whistle and flashlight while on night duty and raincoat/umbrella during bad weather conditions.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	7. Late reporting to formation prior to posting.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	
<input type="checkbox"/>	8. Non-submission every morning to CSIS the Shift Guard Detailed Mounting Report of all incidents of loss, injury or damage to life and property, involving the CAAP's property and personnel, that occurred during the previous day.	<input type="checkbox"/> 1 <sup>st</sup> Offense - Php 250.00 <input type="checkbox"/> 2 <sup>nd</sup> Offense - Php 500.00 <input type="checkbox"/> 3 <sup>rd</sup> Offense - Php 1,000.00 <input type="checkbox"/> 4 <sup>th</sup> Offense - Termination of service of the guard	

**NOTE:** Offenses / Violations committed by the PSA / Security Provider and its security personnel will result in the deduction of their monthly billing for security services from CAAP.

In witness whereof, I have hereto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_, Philippines that (a) I committed the violation(s) as check above, (b) I read it, and its contents are true of my personal knowledge.

\_\_\_\_\_  
Signature of PSA SO / SG over Printed Name

CSIS Inspector: \_\_\_\_\_  
Signature over Printed Name

Attested By:

Concurred By:

\_\_\_\_\_  
Signature of PSA Detachment Commander / SIC  
over Printed Name

\_\_\_\_\_  
Signature of CSIS Supervisor  
over Printed Name



Civil Aviation Authority of the Philippines  
**INCIDENT MONITORING CHECKLIST**

Date : \_\_\_\_\_

Control No : \_\_\_\_\_

Name of PSA / Security Provider: \_\_\_\_\_

Name of Security Personnel: \_\_\_\_\_

Post of Assignment: \_\_\_\_\_

Time of Shift / Time Committed the Offense: \_\_\_\_\_

**A. List of Major and Minor Incident by Private Security Agency (PSA) / Security Provider:**

Major Offense		Penalty	PSA involved	Remarks
<input type="checkbox"/>	Abandonment of Post (Leaving post without properly relieved)	<input type="checkbox"/> Per each report, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guard	<input type="checkbox"/> Subject to investigation findings, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Posted Security Guard found drunk, drinking intoxicated liquor or found under the influence of prohibited drugs while ON Duty	<input type="checkbox"/> Per each report, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Security Guard firing or fired his firearms indiscriminately.	<input type="checkbox"/> Deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Failure of the posted Security Guard to carry his license to exercise his profession as Private Security Guard	<input type="checkbox"/> Deduct from the billing of Php50,000.00 per incident.		
<input type="checkbox"/>	Posted Security Guard observed playing with	<input type="checkbox"/> Deduct from the billing of Php50,000.00 and		





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**INCIDENT MONITORING CHECKLIST**

<input type="checkbox"/>	his service firearm or allowed others to play or tinker with his firearm. - Posted Security Guard observed playing with his service firearm or allowed others to play or tinker with his firearm.	<input type="checkbox"/>	termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Security Guard apprehended for alarm scandal or disorderly conduct within the premises of CAAP, ON or OFF Duty.	<input type="checkbox"/>	Deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Security Guard engaging in mulcting or extortion activities.	<input type="checkbox"/>	Deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.		
Minor Offenses		Penalties		PSA Involved	Remarks
<input type="checkbox"/>	Guard performing duty for more than twelve (12) hours	<input type="checkbox"/>	Deduct from the billing of <b>Php10,000.00</b> per incident.		
<input type="checkbox"/>	Manifested dishonesty, display of discourteous or rude manner or failure to render appropriate respect or courtesy to CAAP's officials and employees or visitors.	<input type="checkbox"/>	Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.		
<input type="checkbox"/>	Security Guard found Sleeping ON Duty.	<input type="checkbox"/>	Deduct from the billing of <b>Php10,000.00</b> and termination of the guard's service upon receipt of the written notice from the CAAP.		



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**INCIDENT MONITORING CHECKLIST**

<input type="checkbox"/>	Failure of the Security Guard to report to duty without prior notice.	<input type="checkbox"/>	Deduct from the billing of <b>Php10,000.00</b> per incident		
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**B. List of Incident committed by PSA Security Personnel (Security Officers / Guards):**

Major Incident					
Incident		Penalty		PSA involved	Remarks
<input type="checkbox"/>	If failed to provide the required service vehicle as per contract.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per vehicle per day.		
<input type="checkbox"/>	Failed to provide fuel allocation 50% of fuel Tank Capacity for PSA service vehicle	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per day.		
<input type="checkbox"/>	Its service vehicle is unserviceable	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per vehicle per day		
<input type="checkbox"/>	It failed to issue firearm to posted guard	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per post per day.		
<input type="checkbox"/>	It issued firearm without license.	<input type="checkbox"/>	Deduct from the billing of <b>Php10,000.00</b> per firearm without license per day.		
<input type="checkbox"/>	It issued a defective firearm to posted guard.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.		
<input type="checkbox"/>	It issued a firearm to a posted guard not owned or licensed in the name of the PSA.	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.		
<input type="checkbox"/>	It issued a firearm to a posted guard not included in the TIAC Inspection	<input type="checkbox"/>	Deduct from the billing of <b>Php5,000.00</b> per firearm per day.		
Minor Incident					
Incident		Penalty	Name of PSA Guard	Remarks	
<input type="checkbox"/>	<i>It provided a service vehicle but not in accordance with the contract</i>	<input type="checkbox"/> Deduct from the billing of <b>Php1,000.00</b> per vehicle per day.			
<input type="checkbox"/>	<i>It issued firearm of lower calibre than per</i>	<input type="checkbox"/> Deduct from the billing of			





Civil Aviation Authority of the Philippines  
**INCIDENT MONITORING CHECKLIST**

	<i>required under the contract.</i>		<i>Php10,000.00 per firearm per day.</i>		
	<i>It had not issued extra magazine or holder for extra ammunition.</i>		<i>Deduct from the billing of <b>Php500.00</b> per magazine per day.</i>		
<input type="checkbox"/>	<i>It had issued ammunitions short of the requirements as per contract or had issued reloaded ammunition.</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php500.00</b> per ammunition per day.</i>		
<input type="checkbox"/>	<i>Its radio/communication equipment is defective or unserviceable</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php500.00</b> per radio equipment per day.</i>		
<input type="checkbox"/>	<i>It failed to provide the required number of radios or communication equipment as required under the contract.</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php1,000.00</b> per radio/communication equipment per day.</i>		
<input type="checkbox"/>	<i>It posted guard(s) that are not qualified as per contract.</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php5,000.00</b> per day per guard and removed of the guard from any detail upon receipt of CAAP's notice.</i>		
<input type="checkbox"/>	<i>It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php500.00</b> each lacking or unserviceable equipment per day.</i>		
<input type="checkbox"/>	<i>It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php500.00</b> each lacking or unserviceable equipment per day.</i>		
<input type="checkbox"/>	<i>Failed to provide PSA guard pay slip</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php5,000.00</b> per guard.</i>		
<input type="checkbox"/>	<i>Failed to submit Billing with required</i>	<input type="checkbox"/>	<i>Deduct from the billing of <b>Php5,000.00</b></i>		



Civil Aviation Authority of the Philippines  
**INCIDENT MONITORING CHECKLIST**

	<i>documents based on SCC GCC Clause 2.2. on or before 10<sup>th</sup> day of the next billing month</i>		<i>non-submission of documents per day.</i>		
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			

- 1<sup>st</sup> Offense - Php250.00  
2<sup>nd</sup> Offense - Php500.00  
3<sup>rd</sup> Offense - Php1,000.00  
4<sup>th</sup> Offense - Termination of service of the guard

**NOTE:** Offenses / Violations committed by the PSA / Security Provider and its security personnel will result in the deduction of their monthly billing for security services from CAAP.

In witness whereof, I have hereto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_, Philippines that (a) I committed the violation(s) as check above, (b) I read it, and its contents are true of my personal knowledge.

\_\_\_\_\_  
Signature of PSA SO / SG over Printed Name

CSIS Inspector: \_\_\_\_\_  
Signature over Printed Name

Attested By:

Concurred By:

\_\_\_\_\_  
Signature of PSA Detachment Commander / SIC  
over Printed Name

\_\_\_\_\_  
Signature of CSIS Supervisor  
over Printed Name





## CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

AREA

PROVIDE VITALITY AGENTS COMMERCIALS FROM ADVERTISING FOR THE MONTHS:

[illegible]





[illegible]

**Note:** See Attachments based on PSA Inspection and Facility Inspection conducted by CSD Supervisors May 1-31, 2025. Violations and Offenses are based on the attached document.

Prepared by

CS25 Staff/Admin

Verified Correct

Submitted by:

**Certified Correct**

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### Aligning Values the Manager

### Fy4 Representations



## CERTIFICATE OF PERFORMANCE

This is to certify further that \_\_\_\_\_ (*Name of Agency*) has rendered its security services contract with Civil Aviation Authority of the Philippines for CAAP Area Center \_\_\_\_\_ for the period the month of \_\_\_\_\_.

This is to certify further that we have accepted their services and that they have performed/rendered the security services.

This certification issued upon the request of the above security agency for whatever legal purposes it may serve.

Issued this \_\_\_\_ of \_\_\_\_ 2024.

Concurred By:

\_\_\_\_\_  
(*CSIS Area Security Manager*)

Attested By:

\_\_\_\_\_  
(*Civil Aviation Area Manager*)



## Annex "G"

### CAAP SECURITY & INTELLIGENCE SERVICE TECHNICAL REVIEW & ASSESSMENT COMPLIANCE (TRAC) PSA Performance Evaluation Rating Assessment Form

Control No. \_\_\_\_\_

Private Security Provider : \_\_\_\_\_  
Airport/Facility : \_\_\_\_\_  
Date of Inspection : \_\_\_\_\_  
Inspection Period : \_\_\_\_\_  
(Starting from last date of inspection to present)

#### I. INSTRUCTIONS TO INSPECTORS:

- Rate each Performance Factor (PF) based on the listed ratings on the Performance Matrix in accordance with the Security Services Contract and Terms of Reference (TOR);
- Select the performance rating that most accurately describes the performance of each factor and write down the percentage on the space provided;
- Attach reports, pictures and other pertinent documents to support your rating;
- Ensure that all of the Performance Factors are rated, with supporting documents and properly labeled;
- Ensure that PSA Evaluation and Assessment Form are signed by the assigned Inspectors, CSIS Area/Station Supervisor, PSA Representative/Coordinator, Detachment Commander and Area/Airport Manager/Airport OIC/FIC;
- Compute the average percentage of the Performance Factors by getting the sum of PF A1-A6 and B1-B3 divided by 9;
- Rating equivalent shall be based on the computed average percentage and percentage matrix provided and results shall reflect on the Quarterly Performance Rating of the Service Provider;
- Attach as Annex A & B the PSA Contract for Security Services & Terms of Reference respectively

#### II. PERFORMANCE FACTORS:

##### A. Contract Administration

1. Private Security Agency (PSA)/Security Provider have a current and regular License to Operate (LTO), as Private Security Agency issued by Philippine National Police, Supervisory Office for Security Investigation Agency (PNP-SOSIA).

Performance Matrix:

100%	Presented the valid regular LTO/Certification of Under process of LTO with date officially receipt by SOSIA on processing and <u>must be before</u> the date of LTO expiration
80%	Presented a Certification of Under process of LTO with date officially receipt by SOSIA on processing and <u>that is on or after</u> the date of LTO expiration

50%	was not able to present a regular LTO or Certification of Under process of LTO from SOSIA upon inspection
-----	---

Comment/Recommendations:

Performance Rating Percentage:

Note: Label attachment as Annex C

i. PSA License to Operate Certification of Underprocess

2. Established a Liaison Office located within 5 kilometers from the CAAP Area Center, complete with office equipment (desktop computer, filing cabinets, and office tables) and manned by office clerk/personnel at company expense;

Performance Matrix:

100%	<ul style="list-style-type: none"> <li>with office</li> <li>manned by office clerk at company's expense</li> <li>with consumable office supplies</li> <li>located within five (5) kilometers from the Area Center</li> </ul>
95%	<ul style="list-style-type: none"> <li>with office</li> <li>manned by office clerk at company's expense</li> <li>with consumable office supplies</li> <li>located more than five (5) kilometers from the Area Center</li> </ul>
90%	<ul style="list-style-type: none"> <li>with office</li> <li>manned by office clerk at company's expense</li> <li>but <i>with some</i> consumable office supplies</li> </ul>
85%	<ul style="list-style-type: none"> <li>with office</li> <li>manned by office clerk at company's expense</li> <li>but <i>without</i> consumable office supplies</li> </ul>
80%	<ul style="list-style-type: none"> <li>with office</li> <li><i>without</i> office clerk at company's expense</li> <li><i>without</i> consumable office supplies</li> </ul>
50%	<ul style="list-style-type: none"> <li><i>without</i> office</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex D

- Location Map of PSA Office
- Photos of PSA Office and consumable supplies
- Certificate of Employment of office clerk

3. Provides for an Area Security Coordinator/Supervisor at company expense for effective administrative support, management, supervision, coordination and control of security personnel.

Performance Matrix:

100%	Complied, provided an Area Security Coordinator/Supervisor at company expense during the period of inspection
------	---



80%	Partially Complied, provided an Area Security Coordinator/Supervisor but have reports that he/she is not available or not present during meetings when required by CSIS or Airport Management during the period of inspection
50%	Not Complied, did not provide any Area Security Coordinator/Supervisor at company expense during the period of inspection

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex E

- i. Certificate of Employment certifying individual as PSA Coordinator
- ii. Attendance record of PSA Coordinator

4. Submit 201 files of deployed security guards/officers/supervisors including copies of security licenses, certificate of completed trainings, NBI/PNP/Barangay Clearances, and Psychoneurotic and Drug Tests for review or record examination and acceptance or denial shall be determined by the CSIS;

Performance Matrix:

100%	Complied without any deficiencies in the submission of 201 files and required attachments
95%	Complied but with minor deficiencies, submitted complete 201 files but not more than 5% of the security guards/officers have incomplete attachments
90%	Complied but with deficiencies, submitted complete 201 files but more than 5% but less than 10% of the security guards/officers have incomplete attachments
85%	Complied but with major deficiencies, submitted complete 201 files but more than 10% of the security guards/officers have incomplete attachments
80%	Partially Complied, submitted complete 201 files but more than 10% have incomplete attachment
50%	Not complied <ul style="list-style-type: none"> <li>▪ submitted incomplete 201 files and its attachments</li> <li>▪ submitted attachments are discovered expired or fake</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex F

- i. Table summary of list of guards indicating required attachment preferably encoded in Excel Spreadsheet
- ii. Photocopy of 201 files including its attachments

5. Provide all required firearms, ammunition, mobility, communication equipment, supplies and other related items in the fulfilment of the obligations under the Contract and TOR;

Performance Matrix:

100%	<ul style="list-style-type: none"> <li>provided all necessary equipment under the Contract and TOR</li> </ul>
95%	<ul style="list-style-type: none"> <li>provided all required firearms, ammunition, mobility, communication equipment and other related items and are with the required specifications</li> <li>but not all supplies such as logbooks, reflectorized vests/gloves were presented during inspection</li> </ul>
90%	<ul style="list-style-type: none"> <li>provided all required firearms, ammunition, mobility, communication equipment and are with the required specifications</li> <li>but not all supplies and other related items such as heavy-duty flashlights, Megaphone were presented during inspection</li> </ul>
85%	<ul style="list-style-type: none"> <li>provided all firearms, ammunition, mobility, communication equipment</li> <li>but not all supplies and other related items such as under vehicle inspection mirror were presented during inspection</li> </ul>
80%	<ul style="list-style-type: none"> <li>provided all firearms, mobility, communication equipment, supplies and other related items</li> <li>but some firearms, mobility, communication equipment are unserviceable</li> <li>not all supplies and other related items such as ammunition, digital cameras, Computer with Printer, HHMD were presented during inspection</li> </ul>
50%	<ul style="list-style-type: none"> <li>presented required firearms but failed to present firearm license and DDO</li> <li>was not able to/failed to present required number of firearms, ammunition, mobility, communication under the Contract and TOR</li> <li>provided firearms, mobility, communication equipment, supplies and other related items that are not compliant to required specifications</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex G

- i. Actual Inventory of Equipment encoded on to Excel Spreadsheet signed by the PSA Area Coordinator, Area Airport CSIS Station Supervisor, Area/Airport Manager and CSIS Inspection Team Leader.
  - ii. Actual photos during the inventory of equipment
6. Pay its security guards not less than the rates specified in the PSA's submitted Financial Proposal, ensures on-time payment (at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days ) of salaries to its security personnel, and regularly provides each security personnel copies of official Pay Slip every period indicating the summary of their salaries, allowances, bonuses and remittances to SSS, Pag-Ibig, PhilHealth and other authorized deductions.

Performance Matrix:

100%	<ul style="list-style-type: none"> <li>All Security guards/officers wages are not less than the rates specified in the PSA's submitted Financial Proposal</li> <li>All Security guards/officers wages are ON-TIME</li> <li>All security guard/officers' are provided with official Pay Slips every period</li> </ul>
95%	<ul style="list-style-type: none"> <li>All Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal</li> <li>All Security guards/officer's wages are ON-TIME</li> <li>All security guard/officers' are provided with official Pay Slips every period</li> </ul>
90%	<ul style="list-style-type: none"> <li>Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal</li> <li>Security guards/officer's wages are ON-TIME</li> <li>All security guard/officers' are provided with official Pay Slips every period</li> </ul>



85%	<ul style="list-style-type: none"> <li>Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal</li> <li>All security guard/officers are provided with official Pay Slips every period</li> <li>One (1) report during the inspection period on Security guards/officer's wages are not on time ON-TIME</li> </ul>
80%	<ul style="list-style-type: none"> <li>Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal</li> <li>All security guard/officers are provided with official Pay Slips every period</li> <li>More than one (1) and less than three (3) reports during the inspection period on Security guards/officer's wages are not on time ON-TIME</li> </ul>
50%	<ul style="list-style-type: none"> <li>Security guards/officers' wages <i>are less than</i> the rates specified in the PSA's submitted Financial Proposal</li> <li>Security guard/officers' <i>are not</i> provided with official Pay Slips every period</li> <li>More than three (3) reports during the inspection period on Security guards/officer's wages are not on time ON-TIME</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex H

- DOLE Wage Order on respective areas
- PSA submitted financial proposal
- Reports on PSA for not providing Official Pay Slips, if any
- Reports on PSA for not providing guard's wages On-Time, if any
- Reports on PSA for not providing guard's wages through ATMs, if any

#### B. Management and Supervision

- Provide airports and facilities with the required number of Security Guards and Security Officers who are qualified and AVSEC trained:

Performance Matrix:

100%	<ul style="list-style-type: none"> <li>required number of security guards/officers are provided</li> <li>all security guards/officers provided are all qualified based on qualification standards of security guards/officers</li> <li>security guards/officers are all AVSEC trained by CSIS Mobile Training Team</li> </ul>
95%	<ul style="list-style-type: none"> <li>required number of security guards/officers are provided</li> <li>all security guards/officers provided are all qualified based on qualification standards of security guards/officers</li> <li><i>some (not more than 5)</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team</li> </ul>
90%	<ul style="list-style-type: none"> <li>required number of security guards/officers are provided</li> <li><i>some (not more than 5)</i> of the security guards/officers provided are not qualified based on qualification standards of security guards/officers</li> <li>security guards/officers are all AVSEC trained by CSIS Mobile Training Team</li> </ul>
85%	<ul style="list-style-type: none"> <li>required number of security guards/officers are provided</li> <li><i>some (not more than 5)</i> security guards/officers provided are not qualified based on qualification standards of security guards/officers</li> <li><i>some (not more than 5)</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team</li> </ul>
80%	Partially Complied <ul style="list-style-type: none"> <li>required number of security guards/officers are provided</li> </ul>



	<ul style="list-style-type: none"> <li>• <i>more than 5</i> security guards/officers provided are not qualified based on qualification standards of security guards/officers</li> <li>• <i>more than 5</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team</li> </ul>
50%	<p>Not Complied</p> <ul style="list-style-type: none"> <li>• required number of security guards/officers are not provided but can provide for the required daily manhours through overtime</li> <li>• <i>more than 5</i> security guards/officers provided are not qualified based on qualification standards of security guards/officers</li> <li>• <i>more than 5</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex 1

- i. *Qualification standards of security guards and officers based on the TOR*
- ii. *actual list of PSA security guards and its qualification and training certificates encoded in an Excel Spreadsheet*
- iii. *Copies of Avsec Training Certificates and/or copy of Masterlist of Avsec Training Attendance Certificate*

**2. PSA to assume full responsibility for the proper conduct and efficient performance of its security personnel in the discharge of their duties and responsibilities such as but not limited to;**

- a. Abandonment of Post;
- b. Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guards;
- c. Posted Security Guards that are found intoxicated with alcoholic beverages, under the influence of prohibited drugs while on duty or tested positive during random testing;
- d. Security guard indiscriminate firing/accidental firing of firearms;
- e. Guards performing duty for more than eight (8) 12 hours (depending on contract);
- f. Failure of the security guard to report to duty without prior notice;
- g. Failure of posted security guard to carry his security license while on duty;
- h. Posted security guards observed playing with his firearm or allowed others to play or tinker with his firearm;
- i. Security guard apprehended for alarm and scandal or disorderly conduct within the premises of CAAP, ON or OFF duty;
- j. Security guard engaging in mulcting or extortion activities;
- k. Manifested or displayed discourteous or rude manner of failure to render appropriate respect or courtesy to CAAP officials, employees or visitors;
- l. Security guard found sleeping ON Duty;
- m. Security Guard not recording his/her daily attendance on time record equipment;
- n. Other offences and violations stated in Annex A *Table of Offences/Violations and Penalties* of the TOR

Performance Matrix:

100%	• No reported incidents during the inspection period
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95%	<ul style="list-style-type: none"> <li>One (1) report received during the inspection period on violations (e), (f), (m) &amp; (n)</li> </ul>
90%	<ul style="list-style-type: none"> <li>One (1) report received during inspection period on violations (g) &amp; (k)</li> <li>More than one (1) but not more than (3) reports received during the inspection period on violations (e), (f), (m) &amp; (n)</li> </ul>
85%	<ul style="list-style-type: none"> <li>One (1) report received during inspection period on violations (h) &amp; (l)</li> <li>More than one (1) but not more than three (3) reports received during the inspection period on violations (g) &amp; (k)</li> <li>More than three (3) but not more than five (5) reports received during the inspection period on violations (e), (f), (m) &amp; (n)</li> </ul>
80%	<ul style="list-style-type: none"> <li>One (1) report received during inspection period on violations (a) &amp; (v)</li> <li>More than one (1) report but not more than three (3) reports received during the inspection period on violations (h) &amp; (l)</li> <li>More than three (3) but not more than five (5) reports received during the inspection period on violations (g) &amp; (k)</li> <li>More than five (5) but not more than seven (7) reports received during the inspection period on violations (e), (f), (m) &amp; (n)</li> </ul>
50%	<ul style="list-style-type: none"> <li>One (1) report received during inspection period on violations (b), (d), (i) &amp; (j)</li> <li>More than one (1) report but not more than three (3) reports received during the inspection period on violations (a) &amp; (c)</li> <li>More than three (3) reports but not more than five (5) reports received during the inspection period on violations (h) &amp; (l)</li> <li>More than five (5) but not more than seven (7) reports received during the inspection period on violations (g) &amp; (k)</li> <li>More than seven (7) reports received during the inspection period on violations (e), (f), (m) &amp; (n)</li> </ul>

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex J

- i. Photocopy of reported logged incidents/violations of PSA guards in the discharge of their duties and responsibilities, if any

3. Implement and enforce all applicable CAAP rules and regulations, SOP's and other issuances relative to the maintenance of safety and security within the scope of work of the contracted PSA Provider such as but not limited to:

Performance Matrix:

100%	<ul style="list-style-type: none"> <li>No reported incidents of security guards violating CAAP rules and regulations on safety and security</li> <li>No reported incidents on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances</li> </ul>
95%	<ul style="list-style-type: none"> <li>No reported incidents of security guards violating CAAP rules and regulations on safety and security</li> </ul>



	<ul style="list-style-type: none"> <li>One (1) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss due to negligence</li> </ul>
90%	<ul style="list-style-type: none"> <li>No reported incidents of security guards violating CAAP rules and regulations on safety and security</li> <li>More than one (1) but not more than three (3) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence</li> </ul>
85%	<ul style="list-style-type: none"> <li>No reported incidents of security guards violating CAAP rules and regulations on safety and security</li> <li>One (1) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property</li> <li>More than three (3) but not more than five (5) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence</li> </ul>
80%	<ul style="list-style-type: none"> <li>One (1) reported incidents wherein PSA/security guards violating CAAP rules and regulations on safety and security</li> <li>More than one (1) but not more than three (3) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property</li> <li>More than five (5) but not more than seven (7) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence</li> </ul>
50%	<ul style="list-style-type: none"> <li>One (1) report on any loss or damage that may be suffered by the airports facilities due to PSA's/security guards willful act or negligence or violation of Contract, or due to willful act or negligence/carelessness of its security guards and supervisors in the performance of their duties</li> <li>More than one (1) reported incidents wherein PSA/security guards violating CAAP rules and regulations on safety and security</li> <li>More than three (3) but not more than five (5) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property</li> <li>More than five (5) but not more than seven (7) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence</li> </ul>

Comments/Recommendations:

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Performance Percentage Rating:

Note: Label attachment as Annex 8

- i. Photocopy of reported/Logged incidents/violations of PSA guards in the performance of their duties and responsibilities which caused damage and/or loss to the Authority, if any

### III. PERFORMANCE PERCENTAGE & RATING EQUIVALENT:

#### Percentage Matrix

<u>RATING</u>	<u>PERCENTAGE</u>
Outstanding	96% to 100%
Excellent	91% to 95%
Very Satisfactory	86% to 90%
Satisfactory	80% to 85%
Unsatisfactory	

COMPUTED RESULTS OF EVALUATION & ASSESSMENT:

Averaged Percentage:	Equivalent Rating:
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For information and reference

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Prepared by:

Inspector Inspector Team Leader/Inspector

Attested by:

Detachment Commander/PSA Coordinator PSA Representative CSIS Area/Station Supervisor

Noted by:

Airport/Facility Manager/OIC Chief, Security Division Assistant Director General II, CSIS

This is to acknowledge the above-stated observations of the CSIS to examine and evaluate diligent compliance to the Terms of Reference of the signed Security Services Agreement between Civil Aviation Authority of the Philippines ("CAAP") and \_\_\_\_\_ for CY \_\_\_\_\_ to \_\_\_\_\_.

I affixed my signature as witness to the Inspection conducted, representing \_\_\_\_\_ by virtue of my job employment as \_\_\_\_\_ and further obligating myself to officially inform the corporate management of \_\_\_\_\_ of the result of the aforesaid Inspection.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_.





Republic of the Philippines  
CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES



BAGONG PILIPINAS

### CERTIFICATE OF SATISFACTORY PERFORMANCE

This is to Certify that                     Name of Private Security Agency                     has satisfactorily completed its security services contract with Civil Aviation Authority of the Philippines for CAAP Area Center                      for the period covered                      to                      and with our current security provider.

This is to certify further that we have accepted their services and that they have satisfactorily performed, rendered the security services as stipulated in the contract of security services.

This certification issued upon the request of the above security agency for bidding purposes.

Issued this              day              20            .

Recommend Approval:

Signature over Name and Designation:

Approved by:

**MIGEN RICARDO C. BANAYAT, APP (RET)**  
ADC II CSIS



Civil Aviation Authority of the Philippines  
**PSA DEMERIT CHECKLIST**

Date: \_\_\_\_\_

Control No: \_\_\_\_\_

Name of PSA / Security Provider: \_\_\_\_\_

Name of Security Personnel: \_\_\_\_\_

Post of Assignment: \_\_\_\_\_

Time of Shift / Time Committed the Offense: \_\_\_\_\_

**A. List of Violations/Offenses committed by PSA Security Personnel (Security Officers / Guards)**

Major Violations/Offenses		Demerit Points		Remarks
<input type="checkbox"/>	1. Abandonment of Post (Leaving post without properly relieved)	<input type="checkbox"/>	Per each violation/ report, deduct 20 merit points	
<input type="checkbox"/>	2. Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guard	<input type="checkbox"/>	Per each violation/ report, deduct 20 merit points	
<input type="checkbox"/>	3. Posted Security Guard found drunk, drinking intoxicated liquor, or found under the influence of prohibited drugs while ON Duty	<input type="checkbox"/>	Per each violation/ report, deduct 10 merit points	
<input type="checkbox"/>	4. Security Guard firing or fired his firearms indiscriminately.	<input type="checkbox"/>	Per each violation/ report, deduct 20 merit points	
<input type="checkbox"/>	5. Security Guard posted without security guard license or expired license	<input type="checkbox"/>	Per each violation/ report, deduct 15 merit points	
<input type="checkbox"/>	6. Posted Security Guard observed playing with his service firearm or allowed others to play or tinker with his firearm -	<input type="checkbox"/>	Per each violation/ report, deduct 15 merit points	
<input type="checkbox"/>	7. Security Guard apprehended for alarm scandal or disorderly conduct within the premises of CAAP, ON or OFF Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 10 merit points	
<input type="checkbox"/>	8. Security Guard engaging in mulcting or extortion activities.	<input type="checkbox"/>	Per each violation/ report, deduct 10 merit points	
Minor Violations/Offenses		Demerit Points		Remarks
<input type="checkbox"/>	1. Guard performing duty for more than twelve (12) hours	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	2. Failure of the Security Guard to report to duty without prior notice.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	3. Manifested dishonesty, display of discourteous or rude manner or failure to render appropriate respect or courtesy to CAAP's officials and employees or visitors	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	





**Civil Aviation Authority of the Philippines  
PSA DEMERIT CHECKLIST**

<input type="checkbox"/>	4. Security Guard found Sleeping ON Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	5. Failure of the posted Security Guard to carry his license to exercise his profession as Private Security Guard.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	

**B. List of Violations/Offenses by Private Security Agency (PSA) / Security Provider:**

Major Violations/Offenses		Demerit Points		Remarks
<input type="checkbox"/>	1. If failed to provide the required service vehicle as per contract	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
<input type="checkbox"/>	2. Failed to provide fuel allocation 50% of fuel Tank Capacity for PSA service vehicle	<input type="checkbox"/>	Per each violation/ report, deduct 3 merit points	
<input type="checkbox"/>	3. Its service vehicle is unserviceable	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
<input type="checkbox"/>	4. It failed to issue firearm to posted guard	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
<input type="checkbox"/>	5. It issued firearm without license.	<input type="checkbox"/>	Per each violation/ report, deduct 10 merit points	
<input type="checkbox"/>	5. It issued a defective firearm to posted guard.	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
<input type="checkbox"/>	7. It issued a firearm to a posted guard not owned or licensed in the name of the PSA.	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
<input type="checkbox"/>	8. It issued a firearm to a posted guard not included in the TIAC Inspection	<input type="checkbox"/>	Per each violation/ report, deduct 5 merit points	
Minor Violations/Offenses		Demerit Points		Remarks
<input type="checkbox"/>	9. It provided a service vehicle but not in accordance with the contract	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	10. It issued firearm of lower calibre than per required under the contract.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	11. It had not issued extra magazine or holder for extra ammunition.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	12. It had issued ammunitions short of the requirements as per contract or had issued reloaded ammunition.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	13. Its radio/communication equipment is defective or unserviceable	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	14. It failed to provide the required number of radios or communication equipment as required under the contract.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	





**Civil Aviation Authority of the Philippines  
PSA DEMERIT CHECKLIST**

<input type="checkbox"/>	15. It posted guard(s) that are not qualified as per contract.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	16. It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	17. It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	18. Failed to provide PSA guard pay slip.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	19. Failed to submit Billing with required documents based on SCC GCC Clause 2.2. on or before 10 <sup>th</sup> day of the next billing month	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	

**C. Miscellaneous - List of violations/offenses**

Minor Violations/Offenses		Demerit Points		Remarks
<input type="checkbox"/>	1. Smoking while ON Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	2. Reading newspaper, comics, and other unofficial reading materials while ON Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point.	
<input type="checkbox"/>	3. Using of mobile phone while on duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	4. Sporting the non-regulation haircut, beard/moustache or not in proper uniform while ON Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	5. Engaging in prolonged or unnecessary conversation over the telephone or with visitors/employees while ON Duty.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	6. Security Guard without whistle and flashlight while on night duty and raincoat/umbrella during bad weather conditions.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
<input type="checkbox"/>	7. Late reporting to formation prior to posting.	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	





Civil Aviation Authority of the Philippines  
**PSA DEMERIT CHECKLIST**

<input type="checkbox"/>	8. Non-submission every morning to CSIS the Shift Guard Detailed Mounting Report of all incidents of loss, injury or damage to life and property, involving the CAAP's property and personnel, that occurred during the previous day	<input type="checkbox"/>	Per each violation/ report, deduct 1 merit point	
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**NOTE:** *Offenses / Violations committed by the PSA / Security Provider and its security personnel will result in the deduction of their monthly billing for security services from CAAP.*

In witness whereof, I have hereto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_, Philippines that (a) I committed the violation(s) as check above, (b) I read it, and its contents are true of my personal knowledge.

\_\_\_\_\_  
Signature of PSA SO / SG over Printed Name

CSIS Inspector: \_\_\_\_\_  
Signature over Printed Name

Attested By:

Concurred By:

\_\_\_\_\_  
Signature of PSA Detachment Commander / SIC  
over Printed Name

\_\_\_\_\_  
Signature of CSIS Supervisor  
over Printed Name