



**Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City  
Client Feedback Form**

Name of Client / *Pangalan ng Kliyente (Optional)*: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Transaction Date / *Petsa ng Transaksyon* : \_\_\_\_\_ Time / *Oras*: \_\_\_\_\_  
 Name of Employee / *Pangalan ng Empleyado (Optional)*: \_\_\_\_\_  
 Service Availed / *Serbisyong Natanggap*: \_\_\_\_\_

Quality of Service / <i>Kalidad ng Serbisyo</i>					
Courteousness / <i>Pagiging Magalang</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
*Promptness / <i>Kabilisan ng Serbisyo</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
Knowledge and Ability / <i>Kaalaman at kakayahan sa pagbibigay-Serbisyo</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
Facilities / <i>Mga Kagamitan sa Tanggapan</i>					
Comfort / <i>Kaginhawaan</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
Cleanliness / <i>Kalinisan</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
Sufficiency / <i>Sapat (Pasilidad, Kagamitan)</i>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Neutral	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor

Other comments, inputs and suggestions / *Iba pang kuro-kuro*: \_\_\_\_\_

**Indicators:**



Excellent/*Magaling*



Satisfactory/*Nasiyahan*



Neutral/*Walang Masabi*



Unsatisfactory/*Di Nasiyahan*



Poor/*Masama*

Important Reminder: The contents shall be kept confidential and shall be for internal use/evaluation only.

*Mahalagang Paalala: Ang nilalaman ng kasulatang ito ay pananatiliing lihim at gagamitin lamang ng kinaaukulan sa pagsukat at pagtimbang ng serbisyong natanggap.*