

For any questions, don't hesitate to reach the undersigned thru messenger under **Kolin Sales Jake** or at **0917-816-1175**.

Thank you.

**Prepared by:**

Jake Bryan Trajeco  
**Sales PM Management Asst.**

**Noted by:**

Ms. Rowena Pausal  
**Sales PM Mgmt. Asst. Sup.**

**Noted by:**

*Jean Saigado* 9/24/25  
Ms. Jean Saigado  
**Account Officer**

**Approved by:**

Mr. Christian Keith Sarmiento  
**AVP-SALES**

**Conforme:**

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(PM Signature)

**To** : ANTOLIN, KRISHELDA - BUDGETWISE AYALA  
**Date** : September 20, 2025  
**Subject** : 3 months Performance Evaluation  
**Reference No.** : SAL-PMMM-25-9-  
**Cc** : AO, HRD, PMMM, FILE

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Good Day!

This memo serves as a formal notice that upon evaluating your performance for the past 3 months (June to August 2025). It reflects that you failed to hit your target for 3 consecutive months.

**MONTHLY SALES PERFORMANCE**

MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	64,170	550,000	12%
JULY		53,475	550,000	10%
AUGUST		386,395	550,000	70%
<b>TOTAL</b>		<b>504,040</b>	<b>1,650,000</b>	<b>31%</b>

It was discussed during Product Merchandiser's Office Day meeting that one of the duties and responsibilities of Product Merchandiser is to attain the 100% monthly target. In order to attain the target, Product Merchandisers should: (JD-SAL-09)

- Ensure that our products are properly displayed and with complete marketing paraphernalia's—placement should be aligned to Marketing or based on the store requirements in order to be visible to consumers.
- Monitor the stocks availability in order to prevent lost sales and coordinate to respective Account Officer if there should be a need to increase store stocks or additional SKUs.

In line with this, consistent failure to attain the monthly target, fall under negligence of duty and responsibility. We are requiring you to submit an explanation regarding this matter within 3 working days upon received of this memo.

Please be advised that any continued failure to meet your monthly target in the upcoming months will result to an Incident Report, classifying this as Negligence of Duty under section 8 of Code of Discipline. The following disciplinary sanction will be applied:

- **1st Offense:** Final Warning
- **2nd Offense:** 10 days suspension
- **3rd Offense:** 15 days suspension
- **4th Offense:** 30 days suspension
- **5th Offense:** Dismissal

*Note: Next issuance will be based on your September-November 2025 sales performance.*

We expect a prompt and responsible response to this serious matter and an immediate improvement in your performance. We are committed to support you, but we also require adherence to job responsibilities and performance expectations.

**To** : ENRIQUEZ, ANGELO FRANCISCO - BUDGETWISE GUSU  
**Date** : September 20, 2025  
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MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	36,085	550,000	7%
JULY		356,285	550,000	65%
AUGUST		32,085	550,000	6%
<b>TOTAL</b>		<b>424,455</b>	<b>1,650,000</b>	<b>26%</b>

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**To** : GELLA, CHARLIE - BUDGETWISE IPIL  
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MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	430,000	550,000	78%
JULY		333,330	550,000	61%
AUGUST		482,600	550,000	88%
<b>TOTAL</b>		<b>1,245,930</b>	<b>1,650,000</b>	<b>76%</b>

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**To** : EMBA, DARLENE JOYCE- FIESTA APP. CALUMPANG  
**Date** : September 20, 2025  
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MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	10,695	550,000	2%
JULY		265,445	550,000	48%
AUGUST		211,605	550,000	38%
<b>TOTAL</b>		<b>487,745</b>	<b>1,650,000</b>	<b>30%</b>

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**To** : ALMIRANTE, IAN JAVE - FIESTA APP. MARBEL  
**Date** : September 20, 2025  
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MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	402,990	550,000	73%
JULY		168,355	550,000	31%
AUGUST		82,160	550,000	15%
<b>TOTAL</b>		<b>653,505</b>	<b>1,650,000</b>	<b>40%</b>

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To : ROBELO, RYAN - FIESTA APP. PANABO  
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JUNE	2025	200,060	550,000	36%
JULY		323,430	550,000	59%
AUGUST		141,560	550,000	26%
<b>TOTAL</b>		<b>665,050</b>	<b>1,650,000</b>	<b>40%</b>

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**To** : ALMAZON, MARK CHESTER - NATIONAL COMMERCIAL AYALA  
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JUNE	2025	209,745	550,000	38%
JULY		105,570	550,000	19%
AUGUST		214,240	550,000	39%
<b>TOTAL</b>		<b>529,555</b>	<b>1,650,000</b>	<b>32%</b>

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**To** : TUBIO, GERRY - SIMOSA PUTIK  
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JUNE	2025	91,410	550,000	17%
JULY		0	550,000	0%
AUGUST		0	550,000	0%
<b>TOTAL</b>		<b>91,410</b>	<b>1,650,000</b>	<b>6%</b>

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