

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM Product Merchandisers

EMPLOYEE INFORMATION

Employee Name:	Samonte, Alfredo Jr. T.	Evaluator Name:	Raymond Doromal
Employee Position:	PM – Imperial San Pedro PALAWAN	Reviewer's Title:	Sr. Account Officer
Department:	Sales	Evaluation Date:	12.09.2025 (7 th eval)
Date Hired:	05.09.2025	Evaluation Period:	Nov. 09 – Dec. 08, 2025
DOCUMENTS ATTACHED:	Attendance Record	Disciplinary Action	Previous PAF

OVERALL VIEW OF PERFORMANCE

SCORE	SCORE RANGE	DESCRIPTION	GUIDE
5	4.50 – 5.00	EXCELLENT	Consistently exceeds all requirements with exceptional quality
4	3.50 – 4.49	VERY GOOD	Exceeds requirements and delivers high-quality results
3	2.50 – 3.49	QUALIFIED	Meets job requirements and expectations consistently
2	1.50 – 2.49	NEEDS IMPROVEMENT	Performance is below expectations in some areas
1	1.00 – 1.49	NOT ACCEPTABLE	Performance is significantly below expectations

FINAL RATING:

TREND ANALYSIS: Declining Stable Improving

PERFORMANCE EVALUATION

Criteria	Sub Criteria	Proficiency Level	Score	Comment	
QUALITY OF WORK	A. Accuracy and Timeliness – Measures the employee's ability to complete work correctly and within expected timeframes. Note: 8% of the total weight		0.40	DID NOT MEET THE ESTABLISHED SALES QUOTA IN TOTAL OF 6 MONTHS, FALLING SHORT BY 37% TOTAL AVERAGE.	
	Guide:	Score:			
	Consistently delivers accurate and timely work	5			
	Regularly delivers accurate and timely results	4			
	Meets accuracy and timeliness expectations	3			
	Occasionally inaccurate or late	2			
Frequently inaccurate or late	1				
COMPLIANCE	B. Productivity – Evaluates the employee's output in relation to assigned tasks, goals, and deadlines, considering both the quantity and efficiency of work produced. Note: 45% of the total weight		0.45	DID NOT MEET THE ESTABLISHED SALES QUOTA IN TOTAL OF 6 MONTHS, FALLING SHORT BY 37% TOTAL AVERAGE.	
	Guide:	Score:			
	Sales performance is 100% and above	5			
	Sales performance is 90% - 99%	4			
	Sales performance is 80% - 89%	3			
	Sales performance is 70% - 79%	2			
Sales performance is below 69%	1				
Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. Note: 7% of the total weight		0.35	5		
	Guide:				Score:
	Consistently exceeds compliance				5
	Regularly exceeds compliance requirements				4
	Meets all compliance requirements				3
	Inconsistent adherence				2
Frequently non-compliant	1				

ATTITUDE	<p>A. Adaptability – Evaluates the employee's ability to adjust to changes in work demands, priorities, processes, or environments while maintaining effectiveness and professionalism. Note: 6% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr><td>Quickly adapts to changes and handles challenges with ease</td><td>5</td></tr> <tr><td>Adjusts well to changes with minimal difficulty</td><td>4</td></tr> <tr><td>Adapts to changes and new demands as required</td><td>3</td></tr> <tr><td>Struggles to adjust to change or new priorities</td><td>2</td></tr> <tr><td>Resists change and has difficulty adapting</td><td>1</td></tr> </tbody> </table> <p>B. Cooperative – Assesses the employee's willingness to work collaboratively with others, show respect, and contribute to a positive and team-oriented work environment. Note: 6% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr><td>Consistently promotes teamwork and collaboration</td><td>5</td></tr> <tr><td>Works well with others and supports team goals</td><td>4</td></tr> <tr><td>Cooperates with coworkers as expected</td><td>3</td></tr> <tr><td>Occasionally uncooperative or disengaged</td><td>2</td></tr> <tr><td>Frequently uncooperative or disrupts teamwork</td><td>1</td></tr> </tbody> </table> <p>C. Dependability – Evaluates the employee's reliability in completing tasks, meeting deadlines, being present when needed, and following through on commitments with minimal supervision. Note: 8% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr><td>Always reliable and consistently delivers on commitments</td><td>5</td></tr> <tr><td>Dependable and follows through with minimal supervision</td><td>4</td></tr> <tr><td>Generally reliable and meets expectations</td><td>3</td></tr> <tr><td>Sometimes unreliable or misses commitments</td><td>2</td></tr> <tr><td>Frequently unreliable and lacks follow-through</td><td>1</td></tr> </tbody> </table>	Guide:	Score:	Quickly adapts to changes and handles challenges with ease	5	Adjusts well to changes with minimal difficulty	4	Adapts to changes and new demands as required	3	Struggles to adjust to change or new priorities	2	Resists change and has difficulty adapting	1	Guide:	Score:	Consistently promotes teamwork and collaboration	5	Works well with others and supports team goals	4	Cooperates with coworkers as expected	3	Occasionally uncooperative or disengaged	2	Frequently uncooperative or disrupts teamwork	1	Guide:	Score:	Always reliable and consistently delivers on commitments	5	Dependable and follows through with minimal supervision	4	Generally reliable and meets expectations	3	Sometimes unreliable or misses commitments	2	Frequently unreliable and lacks follow-through	1	3	4	AS REFLECTED ON HIS ATTENDANCE HE HAS SHOWN THAT HE HAS THE RIGHT ATTITUDE																																	
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ATTENDANCE	<p>A. Punctuality – Evaluates the employee's consistency in arriving on time for work and meetings, demonstrating respect for schedules and ensuring timely participation without causing delays. Note: 10% of the total weight</p> <p>Guide: check # of late arrivals</p> <table border="1"> <thead> <tr> <th colspan="2">Monthly</th> <th colspan="2">Annual</th> <th rowspan="2">Score:</th> </tr> <tr> <th>M – F</th> <th>M – S</th> <th>M – F</th> <th>M – S</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>5</td></tr> <tr><td>1</td><td>1</td><td>1 – 5</td><td>1 – 6</td><td>4</td></tr> <tr><td>2</td><td>2</td><td>6 – 10</td><td>7 – 12</td><td>3</td></tr> <tr><td>3</td><td>3</td><td>11 – 15</td><td>13 – 18</td><td>2</td></tr> <tr><td>≥ 4</td><td>≥ 4</td><td>≥ 16</td><td>≥ 19</td><td>1</td></tr> </tbody> </table> <p>B. Absenteeism – Assesses the employee's reliability in maintaining regular attendance, minimizing unplanned absences, and being present when needed to support team operations and workload continuity. Note: 10% of the total weight</p> <p>Guide: check # of absences</p> <table border="1"> <thead> <tr> <th colspan="2">Monthly</th> <th colspan="2">Annual</th> <th rowspan="2">Score:</th> </tr> <tr> <th>M – F</th> <th>M – S</th> <th>M – F</th> <th>M – S</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>5</td></tr> <tr><td>1</td><td>1</td><td>1 – 5</td><td>1 – 6</td><td>4</td></tr> <tr><td>2</td><td>2</td><td>6 – 10</td><td>7 – 12</td><td>3</td></tr> <tr><td>3</td><td>3</td><td>11 – 15</td><td>13 – 18</td><td>2</td></tr> <tr><td>≥ 4</td><td>≥ 4</td><td>≥ 16</td><td>≥ 19</td><td>1</td></tr> </tbody> </table>					Monthly		Annual		Score:	M – F	M – S	M – F	M – S	0	0	0	0	5	1	1	1 – 5	1 – 6	4	2	2	6 – 10	7 – 12	3	3	3	11 – 15	13 – 18	2	≥ 4	≥ 4	≥ 16	≥ 19	1	Monthly		Annual		Score:	M – F	M – S	M – F	M – S	0	0	0	0	5	1	1	1 – 5	1 – 6	4	2	2	6 – 10	7 – 12	3	3	3	11 – 15	13 – 18	2	≥ 4	≥ 4	≥ 16	≥ 19	1
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Very Good Attendance & Very much willing
to Improve

Area/s that needs improvement (Personal characteristics, knowledge, aptitudes and abilities)

Improve on sell-out. For me KOLIN is new
in this branch of business, we are still making
a name to in this branch

PERFORMANCE IMPROVEMENT PLAN

Required if any criterion is 2 points below the required standard or if the overall score fails to meet expectations

AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT
SELL-OUT	PUT IN more STOCKS	JANUARY 2026

Evaluator's recommendation on employee's level, salary, position, and employment status. (check all that apply)

Regularization	Merit Increase	Lateral Transfer
Extend Evaluation Period	Promotion	Revert to Previous Position
Termination	Retention / No Change	Confirm Promotion / Transfer

ACKNOWLEDGMENT

The evaluator and the employee acknowledge, through their signatures that the performance evaluation results and feedback were discussed, including any required coaching, mentoring, or performance improvement plans, and that there is mutual understanding of the agreed-upon next steps and timelines.

EVALUATOR	EMPLOYEE	DEPARTMENT HEAD
RAYMOND CHARLES BORAH 10/10/2025	ALFREDO T SAMONTE 10/10/2025	SIGNATURE OVER PRINTED NAME AND DATE

PM CONCERN

- * MOST OF OUR CUSTOMERS ARE MORE WILLING TO BUY SPLIT AIR CONDITIONERS.
- * NO STOCKS OF SPLIT TYPE SINCE MAY 2025.

ATTENDANCE SUMMARY OF SAMONTE, ALFREDO JR.
(PM-IMPERIAL SAN PEDRO PALAWAN)
AS OF MAY TO NOVEMBER 15, 2025

ABSENCES							
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
	NONE	NONE	7/19- 1A	NONE	NONE	NONE	11/5- 1A

TARDINESS							
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
	NONE	NONE	NONE	NONE	NONE	NONE	NONE

Prepared by:


Hazel Anne ABAGAN
HR TIMEKEEPING

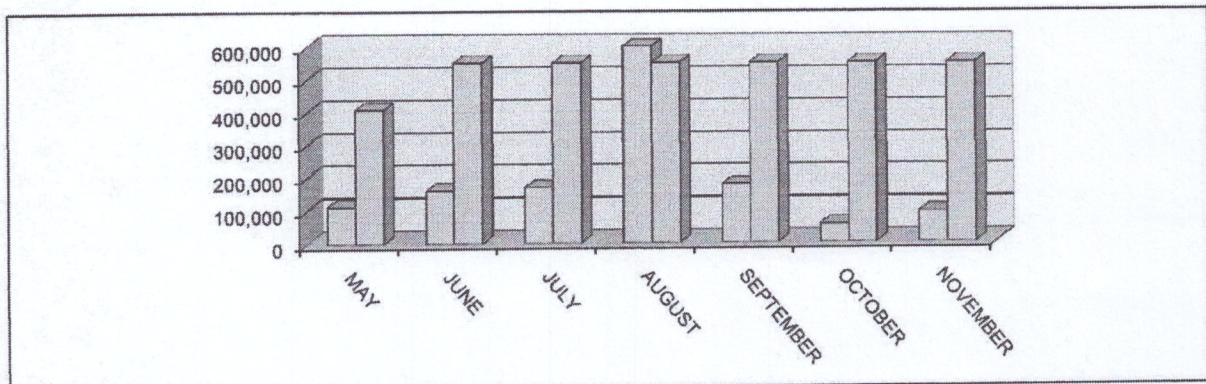
11/28

KOLIN PHIL. INT'L INC.
DISCIPLINARY ACTION OF SAMONTE, ALFREDO JR.

Date	Infraction/Violation	Action Taken

Prepared by:


11/10
CHRISTINE P. JOVERO
HR EMPLOYEE RELATIONS

BRANCH PERFORMANCE:**IMPERIAL SAN PEDRO PALAWAN****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
MAY	2025	110,685	408,064	27%	Samonte, Alfredo Jr.
JUNE		159,080	550,000	29%	
JULY		167,810	550,000	31%	
AUGUST		599,925	550,000	109%	
SEPTEMBER		175,575	550,000	32%	
OCTOBER		55,190	550,000	10%	
NOVEMBER		92,290	550,000	17%	
TOTAL		1,360,555	3,708,064	37%	
AVERAGE		194,365	529,723	37%	May 9, 2025

PREPARED BY:

J. Trajeco
Jake Bryan Trajeco
Sales PM Management Assistant