KOLIN PHILIPPINES INT'L INC.
Human Resources Department
PERFORMANCE APPRAISAL FORM
(Product Merchandiser)

Department: sales	Section: n\a	Date:
Name: Alura, Carlo	Position Title : PM- imperial foril	
Job Grade: R & F	Date Started in the Position: 4-3-25	
Evaluating Supervisor: Raymond Doromal	Title: sr R-D	

DATE OF EVALUATION :	11- 3- 25 (7th month eval-)
DATE OF LAST EVALUATION :	10- 3- 25
DATE HIRED :	4-3-25

OVERALL VIEW OF PERFORMANCE

RATING	RANGE	DESCRIPTION
1	1 - 1.50	NOT ACCEPTABLE
2	1.51 - 2.50	NEEDS IMPROVEMENT
3	2.51 - 3.50	FAIRLY QUALIFIED
4	3.51 - 4.50	VERY GOOD
5	4.51 – 5.00	EXCELLENT

FINAL RATING :

TREND ANALYSIS:

DECLINING	STABLE	IMPROVING

		1	2	3	4	5
SALES TARGET ACHIEVEMENT 1.4	Percentage of Achieved vs. Agreed Targets: Actual Sales vs. Targets 100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80%- 89% = 3 70% of the total weight		✓			
SUBMISSION OF REPORTS ·50	Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports. Submission on set deadline - rating of 5 Submission after 1 day on set deadline - rating of 4 Submission after 2 days on set deadline - rating of 3 Submission after 3 days on set deadline - rating of 2 More than 3 days - rating of 1 10% of the total weight					✓

		1	2	3	4	5
ATTITUDE	a.Attitude Towards Work ☒ Compliance to Dealer's Rules & Regulations ☒ Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor ☒ Willingness to learn and initiative to do the job well and improved skills. b.Attitude Towards Co-Workers and Superiors ☒ Respectful, hardworking and courteous ☒ No Arrogance during work related disagreements ☒ Not Argumentative ☒ Not Troublesome ☒ Does not spread malicious gossips **Note: Add the rating of the 2 conditions then get the average by dividing it by 2 then that is the rating you will check on the right side.** *10% of the total weight*				✓ ✓	✓
ATTENDANCE .50	a.Number of lates and absences in one payroll period for Monthly Appraisal None - Rating of 5 1 late, 1 absent - Rating of 4 2 times tardy and/or 2 absences - Rating of 3 3-5 times tardy and/or 3 absences - Rating of 2 more than 5 times tardy and/or absent - Rating of 1 b.Number of lates and absences for Annual Appraisal None - Rating of 5 6 times tardy and 4 absences - Rating of 4 8 times tardy and 6 absences - Rating of 3 12 times tardy and 12 absences - Rating of 2 more than 12 times tardy and 12 absences - Rating of 1 **Note: Add the rating of the 2 conditions then get the average by dividing it by 2 then that is the rating you will check on the right side.** *10% of the total weight*				✓	

Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

HAS SHOWN IMPROVEMENT OF SELL OUT ; GOOD ATTENDANCE

Employee's weakest point (need improvement in current position and how this can be accomplished)

IMPROVE ON SELL OUT

Actions Needed to enhance employee's capabilities and hone potentials.

TRAINING

Type	Target Date	Objective	Expected Outcome

Employee's Comment

_____

_____

_____

Superior's Recommendation as to Level, Salary or Position:
(   ) With Salary Adjustment   (   ) Without Salary Adjustment   Promoted to:_____
Justify Recommendation:

_____

_____

_____

Employee : **Carlo Alura**
This review has been discussed
With me.

Supervisor:_____

Department Head:_____

(DO NOT DISCUSS "SALARY" PORTION WITHOUT PAN ATTACHMENT)
This appraisal must be returned to HRD.

Jake Bryan A. Trajeco

ATTENDANCE SUMMARY OF ALURA, CARLO
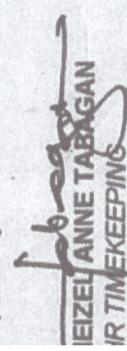PM- IMPERIAL TORIL)
S OF APRIL TO OCTOBER 2025

ABSENCES

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
NONE	NONE	6/30- 1A	7/6- 1A	NONE	9/29- 1A	NO DTR

TARDINESS

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
NONE	NONE	NONE	7/1- 7 MINS	NONE	NONE	NO DTR

Prepared by:

IEZEL ANNE TABAGAN
IR TIMEKEEPING

BRANCH PERFORMANCE: **IMPERIAL TORIL**
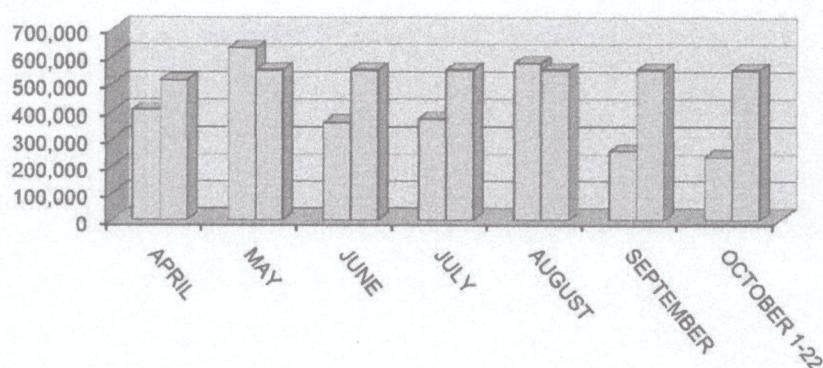
SALES HISTORY

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
APRIL		405,615	513,333	79%	
MAY		629,780	550,000	115%	
JUNE		358,925	550,000	65%	
JULY	2025	372,420	550,000	68%	
AUGUST		574,790	550,000	105%	**Alura, Carlo**
SEPTEMBER		254,855	550,000	46%	
OCTOBER 1-22		234,355	550,000	43%	
TOTAL		**2,830,740**	**3,813,333**	**74%**	
AVERAGE		**404,391**	**544,762**	**74%**	April 3, 2025

PREPARED BY:

Jake Bryan Trajeco
Sales PM Management Assistant