

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

Department: sales	Section: h/a	Date: 11/18/05
Name: Alura, Carlo	Position Title: PM - Imperial torii	
Job Grade: R & F	Date Started in the Position: 4-3-25	
Evaluating Supervisor: Raymond normal	Title: sr a.o	

DATE OF EVALUATION :	10-3-25 (with monthly eval.)
DATE OF LAST EVALUATION :	9-3-25
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 :

DECLINING	STABLE	IMPROVING
------------------	---------------	------------------

		1	2	3	4	5
SALES TARGET ACHIEVEMENT • 10	<p>Percentage of Achieved vs. Agreed Targets:</p> <p>Actual Sales vs. Targets</p> <p>100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80% - 89% = 3</p> <p>70% of the total weight</p>					
SUBMISSION OF REPORTS • 50	<p>Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.</p> <p>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</p> <p>10% of the total weight</p>					

		1	2	3	4	5																				
ATTITUDE	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Compliance to Dealer's Rules & Regulations</i> <input checked="" type="checkbox"/> <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i> <input checked="" type="checkbox"/> <i>Willingness to learn and initiative to do the job well and improved skills.</i> <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Respectful, hardworking and courteous</i> <input checked="" type="checkbox"/> <i>No Arrogance during work related disagreements</i> <input checked="" type="checkbox"/> <i>Not Argumentative</i> <input checked="" type="checkbox"/> <i>Not Troublesome</i> <input checked="" type="checkbox"/> <i>Does not spread malicious gossips</i> <p>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.</p> <p>10% of the total weight</p>					✓																				
ATTENDANCE • 50	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td>- Rating of 5</td> </tr> <tr> <td><i>1 late, 1 absent</i></td> <td>- Rating of 4</td> </tr> <tr> <td><i>2 times tardy and/or 2 absences</i></td> <td>- Rating of 3</td> </tr> <tr> <td><i>3-5 times tardy and/or 3 absences</i></td> <td>- Rating of 2</td> </tr> <tr> <td><i>more than 5 times tardy and/or absent</i></td> <td>- Rating of 1</td> </tr> </tbody> </table> <p><i>b. Number of lates and absences for Annual Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td>- Rating of 5</td> </tr> <tr> <td><i>6 times tardy and 4 absences</i></td> <td>- Rating of 4</td> </tr> <tr> <td><i>8 times tardy and 6 absences</i></td> <td>- Rating of 3</td> </tr> <tr> <td><i>12 times tardy and 12 absences</i></td> <td>- Rating of 2</td> </tr> <tr> <td><i>more than 12 times tardy and 12 absences</i></td> <td>- Rating of 1</td> </tr> </tbody> </table> <p>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.</p> <p>10% of the total weight</p>	<i>None</i>	- Rating of 5	<i>1 late, 1 absent</i>	- Rating of 4	<i>2 times tardy and/or 2 absences</i>	- Rating of 3	<i>3-5 times tardy and/or 3 absences</i>	- Rating of 2	<i>more than 5 times tardy and/or absent</i>	- Rating of 1	<i>None</i>	- Rating of 5	<i>6 times tardy and 4 absences</i>	- Rating of 4	<i>8 times tardy and 6 absences</i>	- Rating of 3	<i>12 times tardy and 12 absences</i>	- Rating of 2	<i>more than 12 times tardy and 12 absences</i>	- Rating of 1					✓
<i>None</i>	- Rating of 5																									
<i>1 late, 1 absent</i>	- Rating of 4																									
<i>2 times tardy and/or 2 absences</i>	- Rating of 3																									
<i>3-5 times tardy and/or 3 absences</i>	- Rating of 2																									
<i>more than 5 times tardy and/or absent</i>	- Rating of 1																									
<i>None</i>	- Rating of 5																									
<i>6 times tardy and 4 absences</i>	- Rating of 4																									
<i>8 times tardy and 6 absences</i>	- Rating of 3																									
<i>12 times tardy and 12 absences</i>	- Rating of 2																									
<i>more than 12 times tardy and 12 absences</i>	- Rating of 1																									

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

Good Attitudes | Behavior

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

Very low score

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:

ACAPL

Employee: **CARLO ALURA**

This review has been discussed
With me.

Supervisor: *John*

Department Head: *John*

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

STORE MANAGER
JAMES RYAN CALARDO
09605441214

Jan 10 1993
Jake Bryan A. Trajeco # LOW WALK INC
Sales PM Mgmt Asst.

ATTENDANCE SUMMARY OF ALURA, CARLO
PM- IMPERIAL TORUL
S OF APRIL TO SEPTEMBER 2025

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

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

Prepared by:


LEIZEL ANNE TABAGAN
TIMEKEEPING

BRANCH PERFORMANCE: IMPERIAL TORIL**SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
APRIL	2025	405,615	513,333	79%	Alura, Carlo
MAY		629,780	550,000	115%	
JUNE		358,925	550,000	65%	
JULY		372,420	550,000	68%	
AUGUST		574,790	550,000	105%	
SEPTEMBER 1-23		221,860	550,000	40%	
TOTAL		2,563,390	4,913,333	52%	
AVERAGE		427,232	818,889	52%	April 3, 2025

PREPARED BY:

Jake Bryan Trajeco
Jake Bryan Trajeco
Sales PM Management Assistant