

# KOLIN PHILIPPINES INT'L INC.

## Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: <u>Sales</u>	Section: <u>n/a</u>	Date:
Name: <u>Alura, Carlo</u>	Position Title: <u>PM- Imperial Terol</u>	
Job Grade: <u>R &amp; F</u>	Date Started in the Position: <u>4.3.25</u>	
Evaluating Supervisor: <u>Raymond Bernall</u>	Title: <u>sr R-D</u>	

DATE OF EVALUATION :	<u>11.3.25 (7th month eval)</u>
DATE OF LAST EVALUATION :	<u>10.3.25</u>
DATE HIRED :	<u>4.3.25</u>

### 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
<b>SALES TARGET ACHIEVEMENT</b>	<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>		✓			
<b>SUBMISSION OF REPORTS</b>	<p>Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.</p> <p>Submission on set deadline - rating of 5</p> <p>Submission after 1 day on set deadline - rating of 4</p> <p>Submission after 2 days on set deadline - rating of 3</p> <p>Submission after 3 days on set deadline - rating of 2</p> <p>More than 3 days - rating of 1</p> <p>10% of the total weight</p>				✓	



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

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

His strong improvement of sell out / Good

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

[illegible]

Employee's Comment

Superior's Recommendation as to Level, Salary or Position:

( - ) With Salary Adjustment      ( ) Without Salary Adjustment

Promoted to: REGULAR

**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

PM CONCLUSION:

3 NO CUSTOMER ON AC FOR THE



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

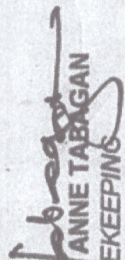
ABSENCES

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

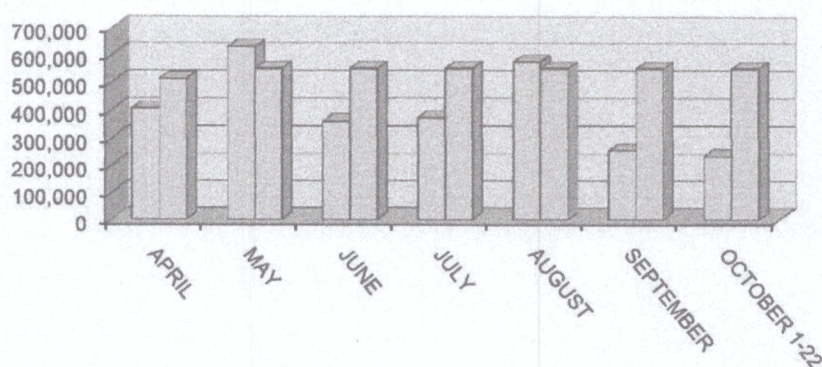
TARDINESS

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

Prepared by:

  
 ELIZABETH ANNE TABAGAN  
 HR 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		254,855	550,000	46%	
OCTOBER 1-22		234,355	550,000	43%	
<b>TOTAL</b>		<b>2,830,740</b>	<b>3,813,333</b>	<b>74%</b>	
<b>AVERAGE</b>		<b>404,391</b>	<b>544,762</b>	<b>74%</b>	April 3, 2025

PREPARED BY:

**Jake Bryan Trajeco**  
Sales PM Management Assistant