

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 Toril	
Job Grade: P-7	Date Started in the Position: 4-3-25	
Evaluating Supervisor: Raymond Coronel	Title: Sr P-0	

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

		1	2	3	4	5																				
ATTITUDE	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Compliance to Dealer's Rules & Regulations</i> <input type="checkbox"/> <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i> <input 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 type="checkbox"/> <i>Respectful, hardworking and courteous</i> <input type="checkbox"/> <i>No Arrogance during work related disagreements</i> <input type="checkbox"/> <i>Not Argumentative</i> <input type="checkbox"/> <i>Not Troublesome</i> <input 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><i>10% of the total weight</i></p>				✓																					
ATTENDANCE	<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><i>10% of the total weight</i></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				✓	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Has shown improvement of own out, good attitude

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

Improve on start 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: REGULAR
Justify Recommendation:

Employee: Carlo Alura

This review has been discussed
With me.

Supervisor: and topaz

Department Head:

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

10/25
John Bryan A. Trajeco

PM CONCERN:

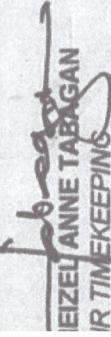
* NO CUSTOMER CALLING FOR THE

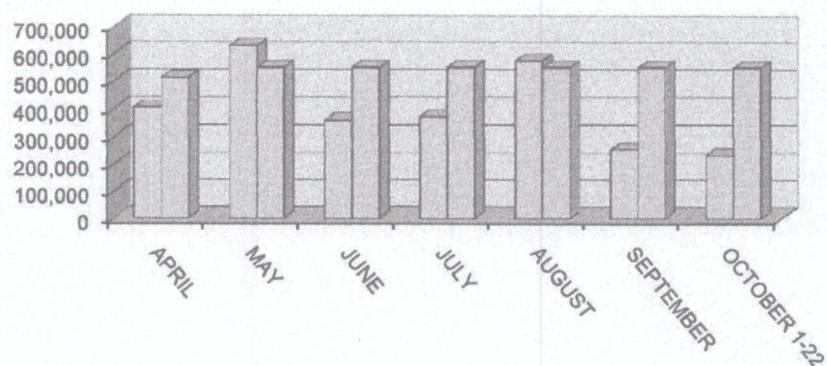
ATTENDANCE SUMMARY OF ALURA, CARLO
(M- IMPERIAL TORIL)
S OF APRIL TO OCTOBER 2025

ABSENCES	
APRIL	MAY
NONE	6/30- 1A

TARDINESS	
APRIL	MAY
NONE	NONE

prepared by:


EIZEL ANNE TABAGAN
IR 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%	
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