

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

| | | |
|---|---|-------|
| Department: <i>Sales</i> | Section: <i>N/A</i> | Date: |
| Name: <i>Romeo V. Binas</i> | Position Title: <i>PM - Imperial Tigbanan</i> | |
| Job Grade: <i>Rank & File</i> | Date Started in the Position: <i>10.8.21</i> | |
| Evaluating Supervisor: <i>Raymond Domorad</i> | Title: <i>AO</i> | |

DATE OF EVALUATION : 11.11.25 (1st month evaluation)

DATE OF LAST EVALUATION : n/a

DATE HIRED : 10. 11. 47

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**

| SALES TARGET ACHIEVEMENT | Percentage of Achieved vs. Agreed Targets: | 1 | 2 | 3 | 4 | 5 |
|--------------------------|---|---|---|---|---|---|
| 2.8 | <p><i>Actual Sales vs. Targets</i></p> <p>100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80% - 89% = 3</p> | | | | | ✓ |
| | 70% of the total weight | | | | | |
| SUBMISSION OF REPORTS | Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports. | | | | | |
| .50 | <p><i>Submission on set deadline</i> - rating of 5</p> <p><i>Submission after 1 day on set deadline</i> - rating of 4</p> <p><i>Submission after 2 days on set deadline</i> - rating of 3</p> <p><i>Submission after 3 days on set deadline</i> - rating of 2</p> <p><i>More than 3 days</i> - rating of 1</p> | | | | | ✓ |
| | 10% of the total weight | | | | | |

| | | 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>10% of the total weight</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>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)

TRYING HIS BEST TO PERFORM WELL

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

BE CONSISTENT IN HITTING ASSIGNED TARGET

Actions Needed to enhance employee's capabilities and hone potential:

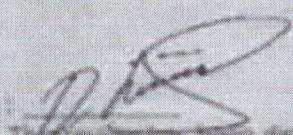
TRAINING

| Type | Target Date | Objective | Expected Outcome |
|------|-------------|-----------|------------------|
| | | | |
| | | | |
| | | | |
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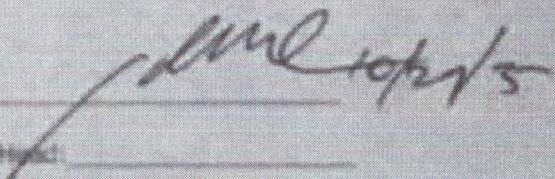
Employee's Comment:

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

Employee:


This evaluation has been discussed
with me.

Supervisor:


Department Head:

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

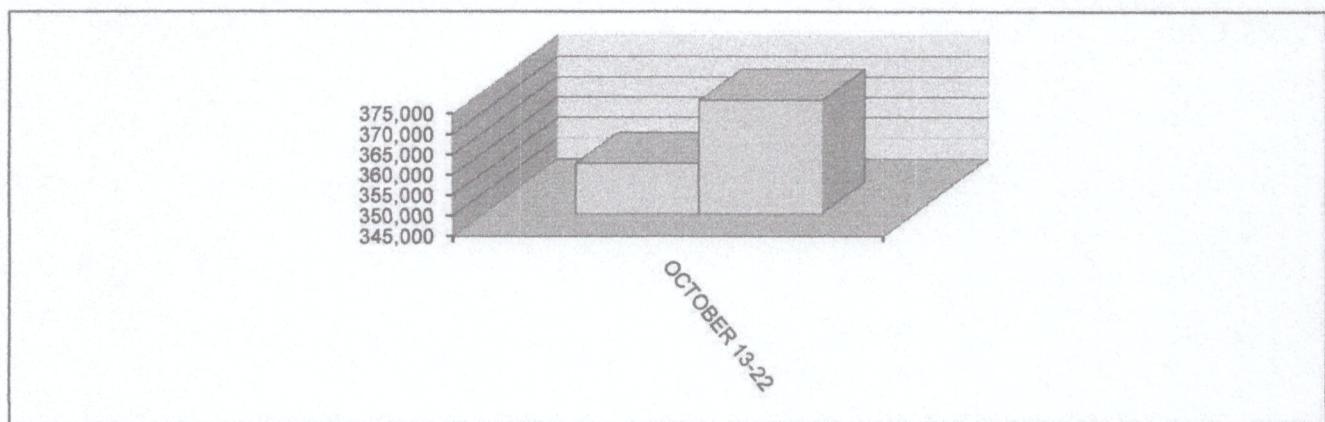
ATTENDANCE SUMMARY OF BIÑAS, ROMEO
(M- IMPERIAL TIBAUAN)
S OF OCTOBER 2025

| ABSENCES |
|----------|
| OCOTBER |
| NO DTR |

| TARDINESS |
|-----------|
| OCOTBER |
| NO DTR |

prepared by:


EIZEL ANNE TABAGAN
HR TIMEKEEPING

BRANCH PERFORMANCE:**IMPERIAL APP TIGBAUAN****SALES HISTORY**

| MONTH | YEAR | ACTUAL | TARGET | % | PM ASSIGNED |
|----------------|------|----------------|----------------|------------|------------------|
| OCTOBER 13-22 | 2025 | 357,340 | 372,580 | 96% | Biñas, Romelo |
| TOTAL | | 357,340 | 372,580 | 96% | |
| AVERAGE | | 357,340 | 372,580 | 96% | October 13, 2025 |

PREPARED BY:

Trajeco 10/12
Jake Bryan Trajeco
Sales PM Management Assistant