

KOLIN PHILIPPINES INT'L INC.

Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: <u>sales</u>	Section: <u>PM</u>	Date: <u>9/9/25</u>
Name: <u>Prinold, John Mark</u>	Position Title: <u>PM- Imperial mega champion</u>	
Job Grade: <u>R / F</u>	Date Started in the Position: <u>9-17-25</u>	
Evaluating Supervisor: <u>Raymond normal</u>	Title: <u>SR A-D</u>	

DATE OF EVALUATION :	<u>9-17-25 (7th month eval-)</u>
DATE OF LAST EVALUATION :	<u>8-17-25</u>
DATE HIRED :	<u>8-17-25</u>

OVERALL VIEW OF PERFORMANCE

RATING	RANGE	DESCRIPTION
1	1-3	NOT ACCEPTABLE
2	4-6	NEEDS IMPROVEMENT
3	7-9	FAIRLY QUALIFIED
4	10-12	VERY GOOD
5	13-15	EXCELLENT

FINAL RATING :

TREND ANALYSIS:		
☐ DECLINING	☐ STABLE	☐ IMPROVING

		1	2	3	4	5
QUALITY OF WORK	Extent of Conformity to Immediate Superior/Department Requirements/Internal Customers. 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 Percent of Accomplishment of Assigned Task & Agreed Targets: Actual Sales vs. Targets 95% and 100% = 5 83% - 88% = 3 89% - 94% = 4 77% - 82% = 2 Below -76% = 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.					
	3.5					

		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.			✓												
ATTENDANCE	a. Number of lates and absences in one payroll period for Monthly Appraisal <table border="0"> <tr> <td>None</td> <td>- Rating of 5</td> </tr> <tr> <td>1 late, 1 absent</td> <td>- Rating of 4</td> </tr> <tr> <td>2 times tardy and/or 2 absences</td> <td>- Rating of 3</td> </tr> <tr> <td>3-5 times tardy and/or 3 absences</td> <td>- Rating of 2</td> </tr> <tr> <td>more than 5 times tardy and/or absent</td> <td>- Rating of 1</td> </tr> </table>	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					✓
	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 <table border="0"> <tr> <td>None</td> <td>- Rating of 5</td> </tr> <tr> <td>6 times tardy and 4 absences</td> <td>- Rating of 4</td> </tr> <tr> <td>8 times tardy and 6 absences</td> <td>- Rating of 3</td> </tr> <tr> <td>12 times tardy and 12 absences</td> <td>- Rating of 2</td> </tr> <tr> <td>more than 12 times tardy and 12 absences</td> <td>- Rating of 1</td> </tr> </table> 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.	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						
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6 times tardy and 4 absences	- Rating of 4															
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12 times tardy and 12 absences	- Rating of 2															
more than 12 times tardy and 12 absences	- Rating of 1															

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

VERY FAST LEARNER & VERY GOOD SKILL SET OUT GOOD

ATTENDANCE & BEHAVIOR

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

COULD STILL IMPROVE ON SKILL-OUT

(SMALL APPS)

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

TRAINING

Type	Target Date	Objective	Expected Outcome

Employee's Comment

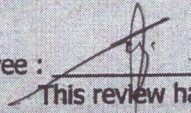
Superior's Recommendation as to Level, Salary or Position:

() With Salary Adjustment () Without Salary Adjustment

Promoted to: REGULAR

Justify Recommendation:

Employee :



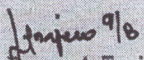
This review has been discussed
With me.

Supervisor:



Department Head:

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


Jake Bryan A. Trajeco
Jr. Sales PM Mgmt Asst.

KOLIN PHIL. INT'L INC.
 ATTENDANCE SUMMARY OF BRIOLA, JOHN MARK
 (PM- IMPERIAL MEGA SHOWROOM)
 AS OF FEBRUARY TO AUGUST 15, 2025

ABSENCES

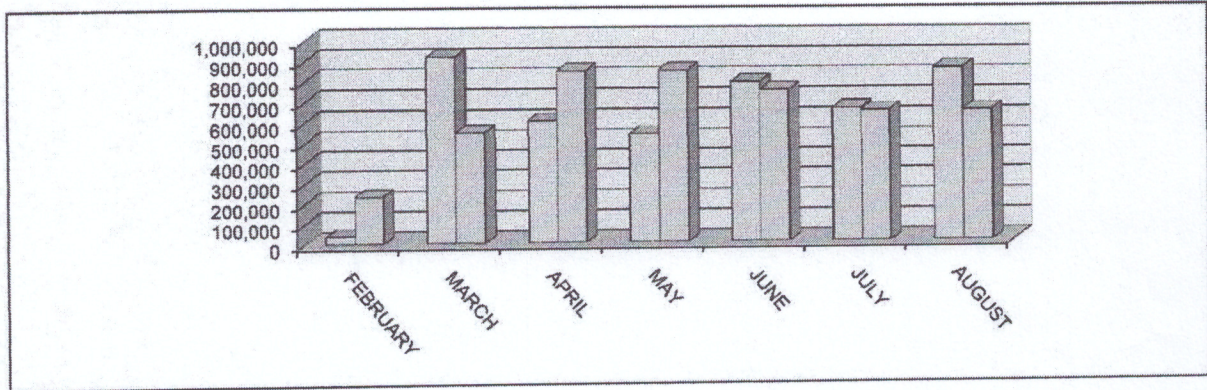
FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
NONE	NONE	NONE	NONE	NONE	NONE	NONE

TARDINESS

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
NONE	NONE	NONE	NONE	NONE	NONE	NONE

Prepared by:


 HEIZEL ANNE TABAGAN
 HR TIMEKEEPING

BRANCH PERFORMANCE:**IMPERIAL APP MEGA SHOWROOM (S.A.)****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
FEBRUARY	2025	38,495	235,714	16%	Briola, John Mark
MARCH		920,800	550,000	167%	
APRIL		607,640	850,000	71%	
MAY		539,205	850,000	63%	
JUNE		789,685	750,000	105%	
JULY		659,420	650,000	101%	
AUGUST		857,430	650,000	132%	
TOTAL		4,412,675	4,535,714	97%	February 17, 2025
AVERAGE		630,382	647,959	97%	

PREPARED BY:

J. Trajeco 9/18
Jake Bryan Trajeco
 Jr Sales PM Management Assistant