

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>CAICETAS, JAMIEL ROSE</i>	Position Title: <i>PM - IMPERIAL CTH. CRUZ</i>	
Job Grade: <i>R5F</i>	Date Started in the Position: <i>2/28/25</i>	
Evaluating Supervisor: <i>RAYMOND DORDINAL</i>	Title: <i>ACCOUNT OFFICER</i>	

DATE OF EVALUATION: <i>11/2/2025 (2ND EVALUATION)</i>
DATE OF LAST EVALUATION: <i>10/2/2025</i>
DATE HIRED: <i>9/2/2025</i>

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
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		1	2	3	4	5
SALES TARGET ACHIEVEMENT	<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	<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 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> <p><input checked="" type="checkbox"/> Compliance to Dealer's Rules & 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>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> <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>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>				✓	

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

Good Attitude | ATTENDANCE

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

Improve on ser-ant

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:

Employee: *Salatop*

This review has been discussed
With me.

Supervisor: *[Signature]* *10/29/25*

Department Head: _____

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

10/23
Jake Bryan A. Trajeco
Sales PM Mgmt Asst.

PM CONCERN:
* LOW WALK INS

KOLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF CALCETAS, JAMHEL ROSE
(PM- IMPERIAL STA CRUZ)
AS OF SEPT TO OCT 2025

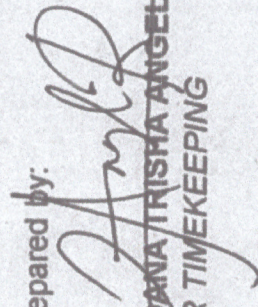
ABSENCES

SEPTEMBER	OCTOBER
NONE	NO DTR

TARDINESS

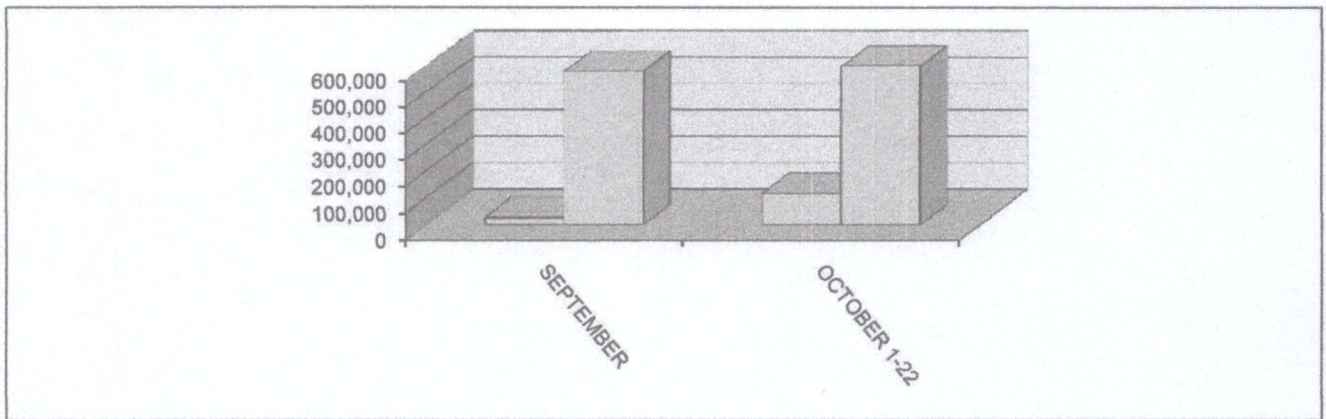
SEPTEMBER	OCTOBER
NONE	NO DTR

Prepared by:


JOANNA TRISHA ANGELA M. RED
HR TIMEKEEPING

BRANCH PERFORMANCE:

IMPERIAL APP STA. CRUZ



SALES HISTORY

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
SEPTEMBER	2025	28,995	580,000	5%	Calcetas, Jamhel Rose
OCTOBER 1-22		118,085	600,000	20%	
TOTAL		147,080	1,180,000	12%	
AVERAGE		73,540	590,000	12%	September 02, 2025

PREPARED BY:

Trajeco 10/23
Jake Bryan Trajeco
 Sales PM Management Assistant