

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

Department: <i>sales</i>	Section: <i>n/a</i>	Date: <i></i>
Name: <i>CALCETA, JAMILLE ROSE</i>	Position Title: <i>PM - IMPERIAL STA. CRUZ</i>	
Job Grade: <i>RSF</i>	Date Started in the Position: <i>8/28/25</i>	
Evaluating Supervisor: <i>RAYMOND DOROMAL</i>	Title: <i>ACCOUNT OFFICER</i>	

DATE OF EVALUATION: <i>11/2/2025 (END 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

			1	2	3	4	5
SALES TARGET ACHIEVEMENT		Percentage of Achieved vs. Agreed Targets: Actual Sales vs. Targets 100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80% - 89% = 3					
		70% of the total weight	✓				
SUBMISSION OF REPORTS		Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports. Submission on set deadline Submission after 1 day on set deadline Submission after 2 days on set deadline Submission after 3 days on set deadline More than 3 days	- rating of 5				✓
		10% of the total weight	- 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>10% of the total weight</p>				✓																					
ATTENDANCE • 40	<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				✓	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Good Attitude | Attention

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

Improve on Set-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: _____

Justify Recommendation:

Employee:

Calata
This review has been discussed
With me.

Supervisor:

John 10/27/05
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 CONCERNED:
* LOW WHILE IRS

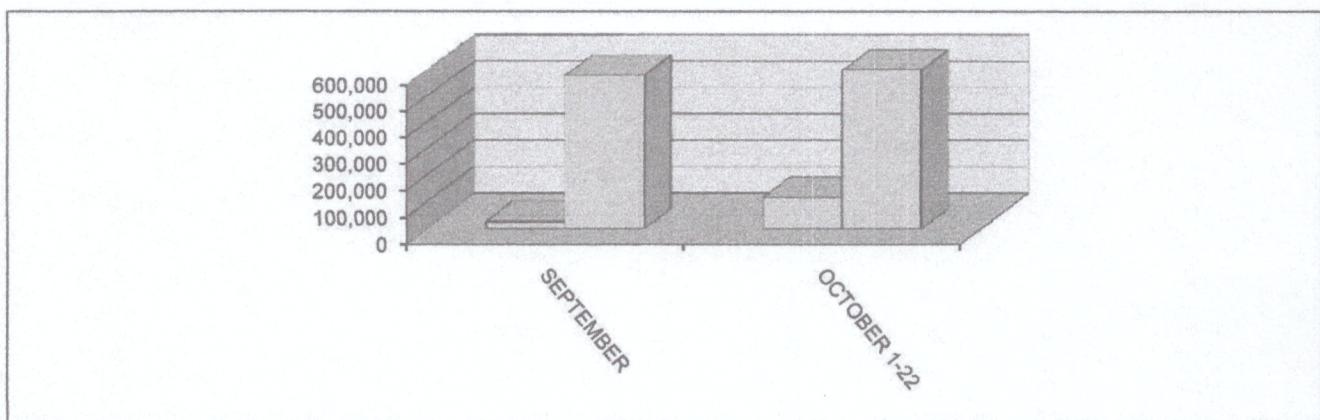
KOLIN PHIL. INTL INC.
ATTENDANCE SUMMARY OF CALCETAS, JAMHEL ROSE
(PM- IMPERIAL STA CRUZ)
AS OF SEPT TO OCT 2025

ABSENCES	
SEPTEMBER	OCTOBER
NONE	NO DTR

TARDINESS	
SEPTEMBER	OCTOBER
NONE	NO DTR

Prepared by:

JOANNA TRISHA ANGELA M. RED
FIR 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:

J. Trajeco 10/23
Jake Bryan Trajeco
Sales PM Management Assistant