

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: SALES	Section: N/A	Date:
Name: CALCETAS, JAMIEL ROSE A.	Position Title: PM- IMPERIAL STA- CRUZ	
Job Grade: R9F	Date Started in the Position: 8/28/25	
Evaluating Supervisor: RAYMONO DOROMAN	Title: ACCOUNT OFFICER	

DATE OF EVALUATION : 10/2/2025 (1ST EVALUATION)
DATE OF LAST EVALUATION :
DATE HIRED : 9/2/2025

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>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</p> <p>Submission after 2 days on set deadline - rating of 3</p> <p>Submission after 3 days on set deadline - rating of 2</p> <p>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)

finishing his most to improve

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

improve on own work

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

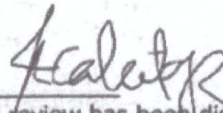
TRAINING

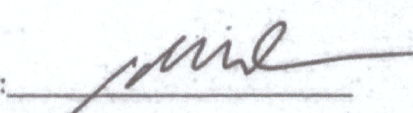
Type	Target Date	Objective	Expected Outcome

Employee's Comment

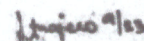
Superior's Recommendation as to Level, Salary or Position:

() With Salary Adjustment () Without Salary Adjustment Promoted to: _____
Justify Recommendation:

Employee: 
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.

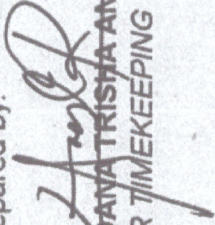

Jake Bryan A. Trajeco
Sales PM Mgmt Asst.

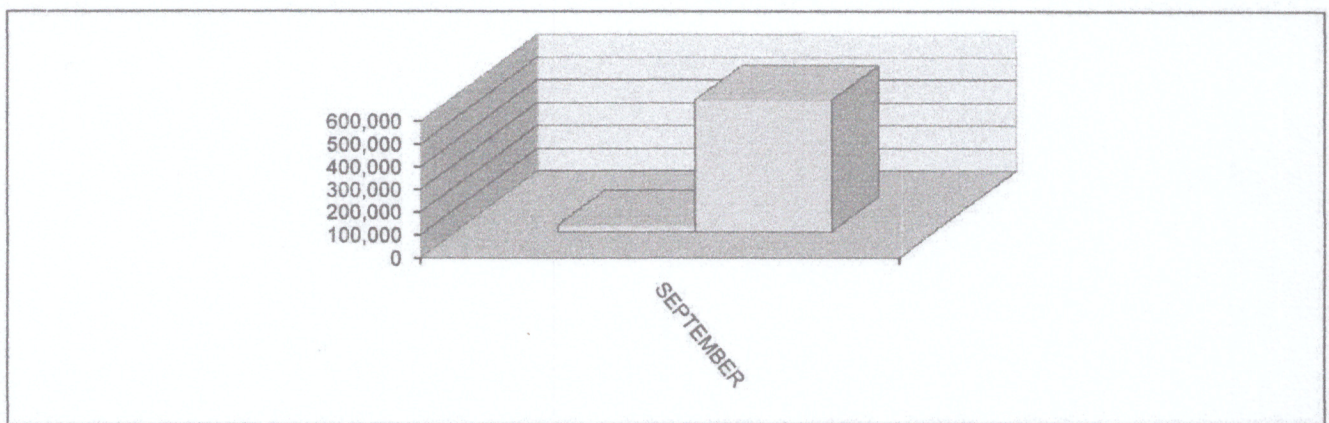
* Limited stocks only

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

ABSENCES	
SEPTEMBER	
NO DTR	

TARDINESS	
SEPTEMBER	
NO DTR	

Prepared by:

JOANA TRISHA ANGELA M. RED
HR TIMEKEEPING

BRANCH PERFORMANCE:**ANSONS LANDMARK TRINOMA****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
SEPTEMBER	2025	28,995	580,000	5%	Calcetas, Jamhel Rose
TOTAL		28,995	580,000	5%	
AVERAGE		28,995	580,000	5%	September 02, 2025

PREPARED BY:

J. Bryan Trajeco
Jake Bryan Trajeco
Sales PM Management Assistant