

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: SALES	Section: 1/1	Date:
Name: CALCETAS, JAMIEL ROSE N.	Position Title: PM- IMPERIAL STA. CRUZ	
Job Grade: RSF	Date Started in the Position: 8/28/25	
Evaluating Supervisor: Raymon O. DOROMANZ	Title: ACCOUNT OFFICER	

DATE OF EVALUATION: 10/21/2025 (1ST EVALUATION)
DATE OF LAST EVALUATION:
DATE HIRED: 9/21/2025

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

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	1	2	3	4	5
70	70% of the total weight	/				
30	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 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><i>10% of the total weight</i></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><i>10% of the total weight</i></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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<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)

Thinking the best to Improve

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

Improve on own

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 : Jake Bryan
This review has been discussed
With me.

Supervisor: Mike
Department Head: _____

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

J. Trajeco 9/03
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

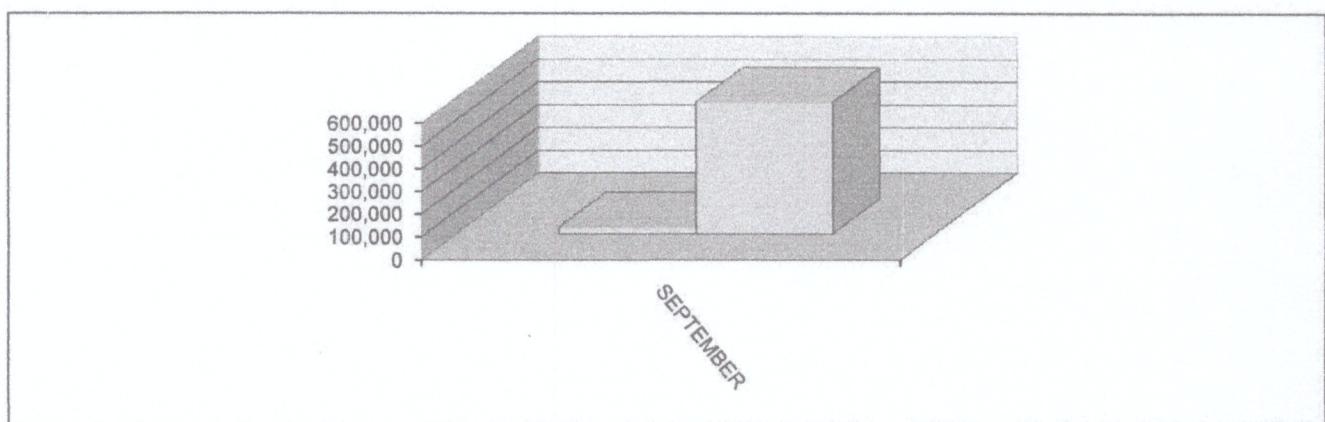
ABSENCES
SEPTEMBER
NO DTR

TARDINESS
SEPTEMBER
NO DTR

Prepared by:

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%	
TOTAL		28,995	580,000	5%	Calcetas, Jamhel Rose
AVERAGE		28,995	580,000	5%	September 02, 2025

PREPARED BY:

Jake Bryan Trajeco 9/23
Jake Bryan Trajeco
Sales PM Management Assistant