

Please submit evaluated PAF to HRD not later than  
August 1, 2025 (Friday)

## KOLIN PHILIPPINES INT'L INC.

### Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: Sales	Section:	Date:
Name: Pintuan, Jumar	Position Title : PM- Tiesta App. Buhangin	
Job Grade:	Date Started in the Position: 2-8-25	QE
Evaluating Supervisor: Jean Salgado	Title: A-1	

DATE OF EVALUATION :	8-8-25 (cutt)
DATE OF LAST EVALUATION :	7-8-25
DATE HIRED :	2-8-25

#### 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 :

<b>TREND ANALYSIS:</b>		
<input type="checkbox"/> DECLINING	<input type="checkbox"/> STABLE	<input type="checkbox"/> IMPROVING

<b>QUALITY OF WORK</b>	Extent of Conformity to Immediate Superior/Department Requirements/Internal Customers. Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.										
	1	2	3	4	5						
2.1	<p>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</p> <p>Percent of Accomplishment of Assigned Task &amp; Agreed Targets:</p> <p>Actual Sales vs. Targets</p> <table> <tr> <td>95% and 100% = 5</td> <td>83% - 88% = 3</td> </tr> <tr> <td>89% - 94% = 4</td> <td>77% - 82% = 2</td> </tr> <tr> <td colspan="2">Below -76% = 1</td> </tr> </table> <p><b>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.</b></p>					95% and 100% = 5	83% - 88% = 3	89% - 94% = 4	77% - 82% = 2	Below -76% = 1	
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		1	2	3	4	5																			
<b>ATTITUDE</b>	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> <li>• <i>Compliance to Dealer's Rules &amp; Regulations</i></li> <li>• <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i></li> <li>• <i>Willingness to learn and initiative to do the job well and improved skills.</i></li> </ul> <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <ul style="list-style-type: none"> <li>• <i>Respectful, hardworking and courteous</i></li> <li>• <i>No Arrogance during work related disagreements</i></li> <li>• <i>Not Argumentative</i></li> <li>• <i>Not Troublesome</i></li> <li>• <i>Does not spread malicious gossips</i></li> </ul> <p><b>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.</b></p>																								
<b>ATTENDANCE</b>	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <p>0.75</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><b>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.</b></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)

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

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

**TRAINING**

Type	Target Date	Objective	Expected Outcome

**Employee's Comment**

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

(  ) With Salary Adjustment (  ) Without Salary Adjustment Promoted to: \_\_\_\_\_

Justify Recommendation:

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Employee : \_\_\_\_\_

Supervisor: \_\_\_\_\_

This review has been discussed  
With me.

Department Head: \_\_\_\_\_

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

BM NAME : BOCHE BARTOLOME

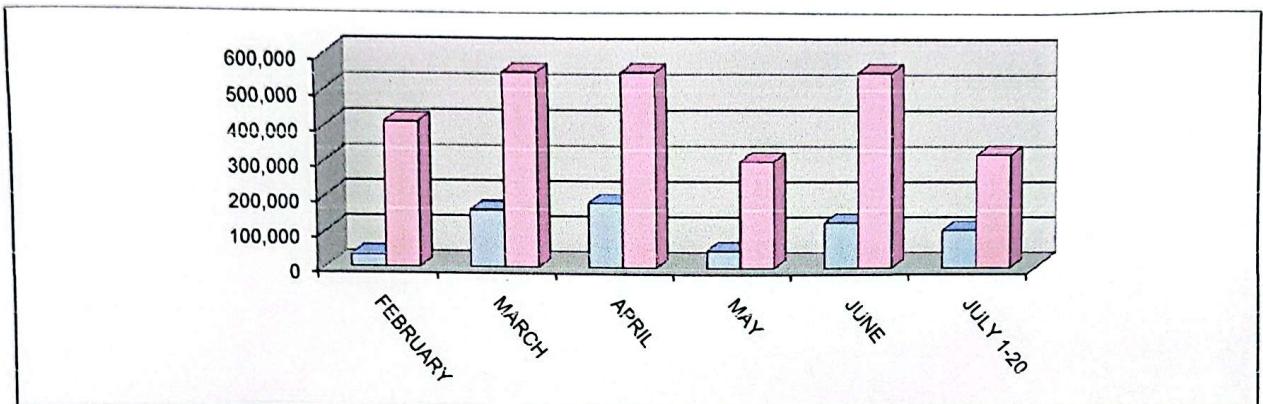
CONTACT #: 0911 140 5468

+ AS PER BM, PM IS SOMETIMES  
BEING CAUGHT USING CELLPHONE  
DURING WORKING HOURS, BUT IT  
WAS ALREADY CONCERNED TO THE  
PM.

+ PM IS KNOWLEDGABLE IN ALL PRODUCTS.  
+ BM ADVISED THE PM TO IMPROVE SELLOUT  
AND USE SOCIAL MEDIA. SINCE THERE ARE  
LOW FOOT TRAFFIC IN STORE.

HRD-PAF-PM-01-100124

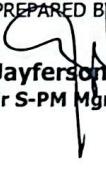
**BRANCH PERFORMANCE: FIESTA APP. BUHANGIN**



**SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
FEBRUARY	2025	35,190	412,499	9%	PINTUAN, JUMAR
MARCH		161,565	550,000	29%	
APRIL		183,345	550,000	33%	
MAY		49,590	301,612	16%	
JUNE		129,265	550,000	24%	
JULY 1-20		107,970	320,499	34%	
<b>TOTAL</b>		<b>666,925</b>	<b>2,684,610</b>	<b>25%</b>	
<b>AVERAGE</b>		<b>111,154</b>	<b>447,435</b>	<b>25%</b>	February 8, 2025

PREPARED BY:

  
7/2  
Jayferson Obrador  
Jr S-PM Mgmt. Asst.

PERFORMANCE SUMMARY OF PINTUAN, JUMAR  
(THM - FIESTA APP BUHANGIN)  
AS OF FEBRUARY TO JULY 2025

ABSENCES

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
NONE	NONE	NONE	NONE	NONE	NO DTR

TARDINESS

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
NONE	NONE	NONE	NONE	NONE	NO DTR

Prepared by:

HEIZEL ANNE TABAGAN  
HR TIMEKEEPING