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

Department: sales	Section: n/a Date:
Name: John Mark M. Dalmado	Position Title : PM - Imperial Malolos
Job Grade: Rank & File	Date Started in the Position: 10 · 8 · 25
Evaluating Supervisor: Raymond Domoral	Title: #D

DATE OF EVALUATION : 11· 13· 25 (1st month evaluation)
DATE OF LAST EVALUATION : n/a
DATE HIRED : 10· 13· 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 .70	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 .30	Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports. 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 10% of the total weight			✓		

		1	2	3	4	5
ATTITUDE	a.Attitude Towards Work ☒ Compliance to Dealer's Rules & Regulations ☒ Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor ☒ Willingness to learn and initiative to do the job well and improved skills. b.Attitude Towards Co-Workers and Superiors ☒ Respectful, hardworking and courteous ☒ No Arrogance during work related disagreements ☒ Not Argumentative ☒ Not Troublesome ☒ Does not spread malicious gossips **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.** *10% of the total weight*					
ATTENDANCE •40	a.Number of lates and absences in one payroll period for Monthly Appraisal None - Rating of 5 1 late, 1 absent - Rating of 4 2 times tardy and/or 2 absences - Rating of 3 3-5 times tardy and/or 3 absences - Rating of 2 more than 5 times tardy and/or absent - Rating of 1 b.Number of lates and absences for Annual Appraisal None - Rating of 5 6 times tardy and 4 absences - Rating of 4 8 times tardy and 6 absences - Rating of 3 12 times tardy and 12 absences - Rating of 2 more than 12 times tardy and 12 absences - Rating of 1 **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.** *10% of the total weight*				✓	

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

GOOD ATTITUDE - TRYING HIS BEST HARD

INSIST TO PERFORM WELL

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

(HAND) HIT AT LEAST 50%.

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

...AINING

Type	Target Date	Objective	Expected Outcome

...ployee's Comment

...erior's Recommendation as to Level, Salary or Position:
...) With Salary Adjustment   (   ) Without Salary Adjustment   Promoted to: _____
...ify Recommendation:

_____

...oyee : JOHN MARK DAMACIO
This review has been discussed
With me.

Supervisor: _____ 10/29/__

Department Head: _____

KOLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF DALMACIO, JOHN MARK
(PM- IMPERIAL MALOLOS)
AS OF OCT 2025
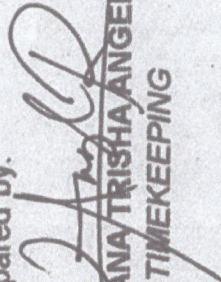
ABSENCES

OCTOBER
NO DTR

TARDINESS

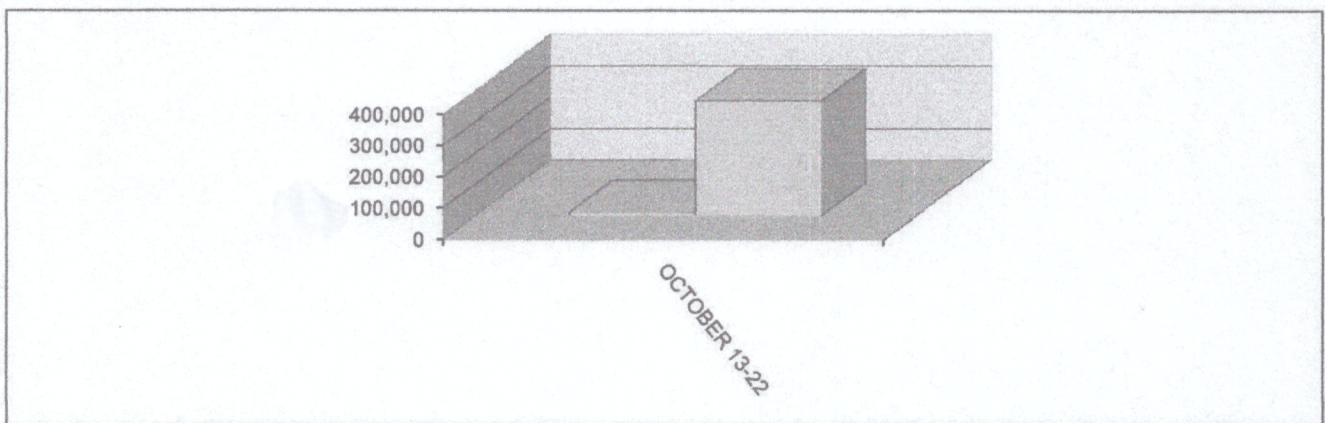| OCTOBER |
|---------|
| NO DTR |

Prepared by:

JOANA TRISHA ANGELA M. RED
HR TIMEKEEPING

BRANCH PERFORMANCE: **IMPERIAL APP MALOLOS**

SALES HISTORY

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER 13-22	2025	10,695	367,742	3%	Dalmacio, John Mark
TOTAL		10,695	367,742	3%	M.
AVERAGE		10,695	367,742	3%	October 13, 2025

PREPARED BY:

Trajeco 10/23

Jake Bryan Trajeco
Sales PM Management Assistant