

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

Department: SALES	Section: 1/A	Date: _____
Name: Gandro V. De Bocoy	Position Title: PM - Imperial critician	_____
Job Grade: Rank 9 File	Date Started in the Position: 10-8-25	_____
Evaluating Supervisor: Raymond Domora	Title: AO	_____

DATE OF EVALUATION : 11-10-25 <i>(1st month evaluation)</i>
DATE OF LAST EVALUATION : 1/A
DATE HIRED : 10-10-25

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><i>Percentage of Achieved vs. Agreed Targets:</i></p> <p><i>Actual Sales vs. Targets</i></p> <p>100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80% - 89% = 3</p> <p><i>70% of the total weight</i></p>					
SUBMISSION OF REPORTS	<p><i>Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.</i></p> <p><i>Submission on set deadline</i> - rating of 5 <i>Submission after 1 day on set deadline</i> - rating of 4 <i>Submission after 2 days on set deadline</i> - rating of 3 <i>Submission after 3 days on set deadline</i> - rating of 2 <i>More than 3 days</i> - rating of 1</p> <p><i>10% of the total weight</i></p>					

		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>				<input checked="" type="checkbox"/>																					
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>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				<input checked="" type="checkbox"/>	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Good ATTENDANCE

ATTITUDE

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

*Show me how to hit at least 50%
on 1st month*

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

TRAINING

Employee's Comment

Superior's Recommendation as to Level, Salary or Position:
() With Salary Adjustment () Without Salary Adjustment Promoted to:
Justify Recommendation:

Employees

This review has been discussed
With me.

Supervisors

Department Head

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

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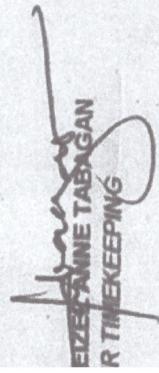
2. HỘ KHẨU THỦ TỤC HÀN QUỐC

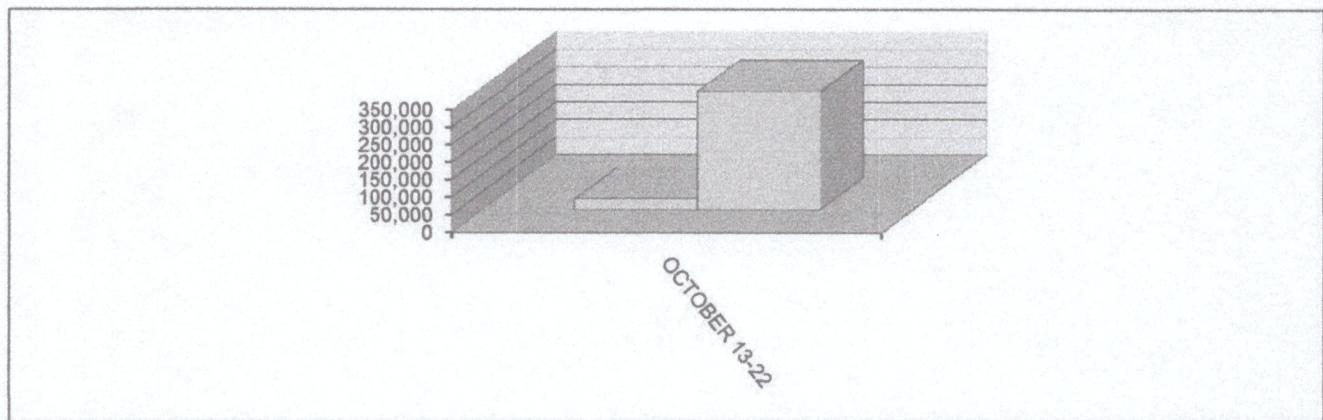
ATTENDANCE SUMMARY OF DE ESOY, SANDRO
(M- IMPERIAL CATICLAN)
S OF OCTOBER 2025

ABSENCES
OCOTBER
NO DTR

TARDINESS
OCOTBER
NO DTR

prepared by:


EZEPLANNE TABAGAN
R TIMEKEEPING

BRANCH PERFORMANCE:**IMPERIAL APP CATICLAN****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER 13-22	2025	28,995	337,097	9%	De Esoy, Sandro
TOTAL		28,995	337,097	9%	
AVERAGE		28,995	337,097	9%	October 13, 2025

PREPARED BY:

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