

# KOLIN PHILIPPINES INT'L INC.

Human Resources Department

## PERFORMANCE APPRAISAL FORM

Product Merchandisers

### EMPLOYEE INFORMATION

Employee Name:	De Jesus, John Wisley	Evaluator Name:	Raymond Doromal
Employee Position:	PM – Imperial Tarlac	Reviewer's Title:	Sr. Account Officer
Department:	Sales	Evaluation Date:	11.23.2025 (7 <sup>th</sup> Eval)
Date Hired:	4.23.2025	Evaluation Period:	Oct. 23 – Nov. 23, 2025
DOCUMENTS ATTACHED:	Attendance Record	Disciplinary Action	Previous PAF

### OVERALL VIEW OF PERFORMANCE

SCORE	SCORE RANGE	DESCRIPTION	GUIDE
5	4.50 – 5.00	EXCELLENT	Consistently exceeds all requirements with exceptional quality
4	3.50 – 4.49	VERY GOOD	Exceeds requirements and delivers high-quality results
3	2.50 – 3.49	QUALIFIED	Meets job requirements and expectations consistently
2	1.50 – 2.49	NEEDS IMPROVEMENT	Performance is below expectations in some areas
1	1.00 – 1.49	NOT ACCEPTABLE	Performance is significantly below expectations
<b>FINAL RATING:</b>			
<b>TREND ANALYSIS:</b>			
	Declining	Stable	Improving

### PERFORMANCE EVALUATION

Criteria	Sub Criteria		Proficiency Level	Score	Comment
QUALITY OF WORK	A. Accuracy and Timeliness – Measures the employee’s ability to complete work correctly and within expected timeframes. <b>Note: 5% of the total weight</b>			0.25	• REPORT DAILY SALES IN SIMS ON TIME.
	Guide:	Score:	5	5	
	Consistently delivers accurate and timely work	5			
	Often produces accurate and timely results	4			
	Meets accuracy and timeliness expectations	3			
	Occasionally inaccurate or late	2			
	Frequently inaccurate or late	1			
	B. Productivity – Evaluates the employee’s output in relation to assigned tasks, goals, and deadlines, considering both the quantity and efficiency of work produced. <b>Note: 70% of the total weight</b>			1.4	• DID NOT MEET THE ESTABLISHED SALES QUOTA FOR 5 CONSECUTIVE MONTHS, FALLING SHORT BY 79%, TOTAL AVERAGE.
	Guide:	Score:	5	2.	
	Sales performance is 100% and above	5			
	Sales performance is 90% - 99%	4			
	Sales performance is 80% - 89%	3			
	Sales performance is 70% - 79%	2			
Sales performance is below 69%	1				
COMPLIANCE	Adherence to policy and procedure – Assesses the employee’s consistency in following company policies, procedures, and applicable requirements in daily work. <b>Note: 5% of the total weight</b>			0.25	• RESPONSIVE TO ALL MANAGEMENT CONCERN.
	Guide:	Score:	5	5	
	Consistently exceeds compliance	5			
	Often exceeds expectations	4			
	Meets all compliance requirements	3			
	Inconsistent adherence	2			
	Frequently non-compliant	1			



ATTITUDE	<b>A. Adaptability</b> – Evaluates the employee's ability to adjust to changes in work demands, priorities, processes, or environments while maintaining effectiveness and professionalism. <b>Note: 3% of the total weight</b>					4	4	COULD ADJUST VERY FAST, CONSIDERING ON HIS 2ND MONTH HE SOLD WELL	
	<b>Guide:</b>		<b>Score:</b>						
	Quickly adapts to changes and handles challenges with ease		5						
	Adjusts well to changes with minimal difficulty		(4)						
	Adapts to changes and new demands as needed		3						
	Struggles to adjust to change or new priorities		2						
	Resists change and has difficulty adapting		1						
	<b>B. Cooperative</b> – Assesses the employee's willingness to work collaboratively with others, show respect, and contribute to a positive and team-oriented work environment. <b>Note: 3% of the total weight</b>					4	4	VERY WILLING TO WORK W/ OTHERS	
	<b>Guide:</b>		<b>Score:</b>						
	Consistently promotes teamwork and collaboration		5						
	Works well with others and supports team goals		(4)						
	Cooperates with coworkers as expected		3						
	Occasionally uncooperative or disengaged		2						
	Frequently uncooperative or disrupts teamwork		1						
	<b>C. Dependability</b> – Evaluates the employee's reliability in completing tasks, meeting deadlines, being present when needed, and following through on commitments with minimal supervision. <b>Note: 4% of the total weight</b>					4	4	WORKS W/ MINIMUM SUPERVISION	
	<b>Guide:</b>		<b>Score:</b>						
	Always reliable and consistently delivers on commitments		5						
	Dependable and follows through with minimal supervision		(4)						
	Generally reliable and meets expectations		3						
	Sometimes unreliable or misses commitments		2						
	Frequently unreliable and lacks follow-through		1						
ATTENDANCE	<b>A. Punctuality</b> – Evaluates the employee's consistency in arriving on time for work and meetings, demonstrating respect for schedules and ensuring timely participation without causing delays. <b>Note: 5% of the total weight</b>					0.25	5	• HAS NO LATE.	
	<b>Guide:</b> check # of late arrivals				5				
	<b>Monthly</b>		<b>Annual</b>						
	<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>					
	0	0	0	0					
	1	1	1-5	1-6					
	2	2	6-10	7-12					
	3	3	11-15	13-18					
	≥ 4	≥ 4	≥ 16	≥ 19					
	<b>B. Absenteeism</b> – Assesses the employee's reliability in maintaining regular attendance, minimizing unplanned absences, and being present when needed to support team operations and workload continuity. <b>Note: 5% of the total weight</b>					0.25	5	• HAS PERFECT ATTENDANCE.	
	<b>Guide:</b> check # of absences				5				
	<b>Monthly</b>		<b>Annual</b>						
	<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>					
	0	0	0	0					
	1	1	1-5	1-6					
	2	2	6-10	7-12					
	3	3	11-15	13-18					
	≥ 4	≥ 4	≥ 16	≥ 19					



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

COULD EASILY ADJUST & HAS PROVEN THAT  
HE COULD SEE IF THE MARKET IS RIGHT.

Area/s that needs improvement (Personal characteristics, knowledge, aptitudes and abilities)

ALTHOUGH HE IMPROVED GROUND, NEED TO BE BETTER ON HIS  
ATTENDANCE & IMPROVE MORE ON SEN-OUT.

### PERFORMANCE IMPROVEMENT PLAN

Required if any criterion is 2 points below the required standard or if the overall score fails to meet expectations

AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT

Evaluator's recommendation on employee's level, salary, position, and employment status. (check all that apply)

<input checked="" type="checkbox"/> Regularization	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Lateral Transfer
<input type="checkbox"/> Extend Evaluation Period	<input type="checkbox"/> Promotion	<input type="checkbox"/> Revert to Previous Position
<input type="checkbox"/> Termination	<input type="checkbox"/> Retention / No Change	<input type="checkbox"/> Confirm Promotion / Transfer

HE HAS SHOWN THAT HE IS WORTHY TO BE REGULARIZED BY  
CONSTANTLY STRIVING TO IMPROVE ON SEN-OUT.

### ACKNOWLEDGMENT

The evaluator and the employee acknowledge, through their signatures that the performance evaluation results and feedback were discussed, including any required coaching, mentoring, or performance improvement plans, and that there is mutual understanding of the agreed-upon next steps and timelines.

EVALUATOR	EMPLOYEE	DEPARTMENT HEAD
 4/24/05	John White Jesus	
SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE



COLIN PHIL. INTL INC.  
ATTENDANCE SUMMARY OF DE JESUS, JOHN WISLEY  
PM- IMPERIAL TARLAC)  
15 OF APRIL TO OCTOBER 15, 2025

ABSENCES

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
NONE	5/23 - 0.5A	6/20- 1A	7/9- 0.5A 7/12-13- 2A 7/21- 1A 7/23- 1A	8/13- 1A	9/16- 1A	NONE

TARDINESS

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
NONE	NONE	NONE	NONE	NONE	NONE	NONE

Prepared by:

  
IEZEL ANNE TABAGAN  
HR TIMEKEEPING



PHIL. INT'L INC.  
PRIMARY ACTION OF DE JESUS, JOHN WISLEY B.

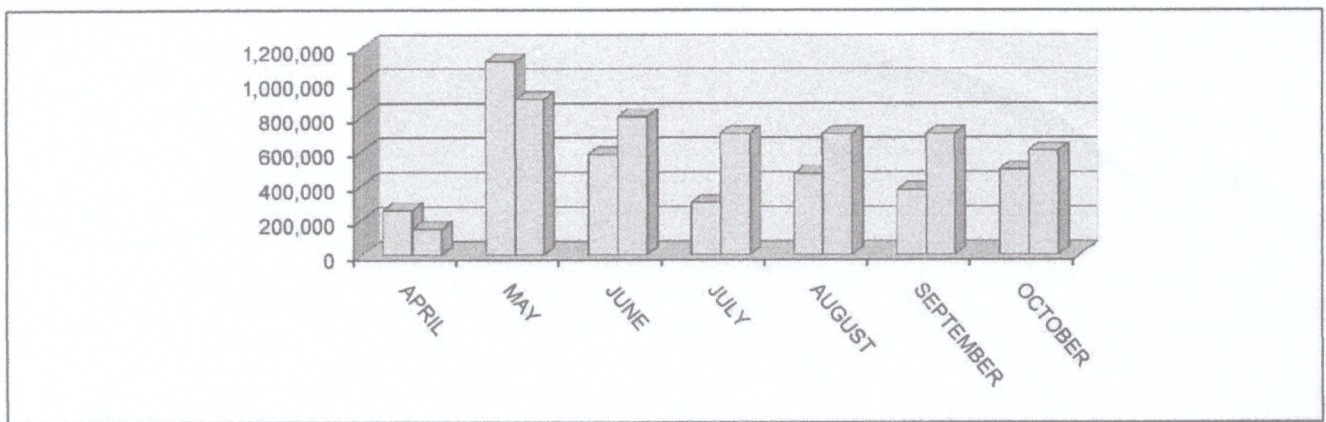
Infraction/Violation		Action Taken
2025	F. Non-Restrictive Clause	ON PROCESS

ed by:

*Line*  
TINE P. JOVERO  
EMPLOYEE RELATIONS



**BRANCH PERFORMANCE: IMPERIAL APP TARLAC**



**SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
APRIL	2025	253,350	146,666	173%	De Jesus, John Wisley
MAY		1,118,610	900,000	124%	
JUNE		577,805	800,000	72%	
JULY		295,865	700,000	42%	
AUGUST		466,930	700,000	67%	
SEPTEMBER		371,835	700,000	53%	
OCTOBER		490,000	600,000	82%	
<b>TOTAL</b>		<b>3,574,395</b>	<b>4,546,666</b>	<b>79%</b>	
<b>AVERAGE</b>		<b>510,628</b>	<b>649,524</b>	<b>79%</b>	April 23, 2025

PREPARED BY:

*J. Trajeco 11/7*  
**Jake Bryan Trajeco**  
 Sales PM Management Assistant