

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: <u>sales</u>	Section: <u>n/a</u>	Date: <u>10/3/25</u>
Name: <u>De Jesus, John Wiskey</u>	Position Title: <u>PM- Imperial Taniac</u>	
Job Grade: <u>Rgt</u>	Date Started in the Position: <u>4.23.25</u>	
Evaluating Supervisor: <u>Raymond Domingo</u>	Title: <u>Sr P.O</u>	

DATE OF EVALUATION :	<u>10-23-25 (with month eval.)</u>
DATE OF LAST EVALUATION :	<u>9-23-25</u>
DATE HIRED :	<u>4.23.25</u>

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

		1	2	3	4	5
ATTITUDE	a. Attitude Towards Work <input checked="" type="checkbox"/> Compliance to Dealer's Rules & Regulations <input checked="" type="checkbox"/> Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor <input checked="" type="checkbox"/> Willingness to learn and initiative to do the job well and improved skills.				✓	
	b. Attitude Towards Co-Workers and Superiors <input checked="" type="checkbox"/> Respectful, hardworking and courteous <input checked="" type="checkbox"/> No Arrogance during work related disagreements <input checked="" type="checkbox"/> Not Argumentative <input checked="" type="checkbox"/> Not Troublesome <input checked="" type="checkbox"/> 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	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					

• 50

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

Good product knowledge & knows how to deal w/ customers.

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

Improve & be more consistent in selling.

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:

This review has been discussed
With me

Supervisor:

Department Head:

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

BRANCH MANAGER
JUNIE KYERO

- * NO NEGATIVE FEEDBACK ON PM.
- * PM GOOD IN THE WAY OF SALES TALKING AND SELLING.
- * PM POSSESSES EXTENSIVE KNOWLEDGE OF THE AIRCONDITIONER PRODUCTS.

J. Trajeco 10/19
Jake Bryan A. Trajeco
Sales PM Mgmt Asst.

PM CONCERN
* LOW WALK INS

OLIN PHIL. INT'L INC.
 ATTENDANCE SUMMARY OF DE JESUS, JOHN WISLEY
 (M- IMPERIAL TARLAC)
 S OF APRIL TO SEPTEMBER 15, 2025


ABSENCES

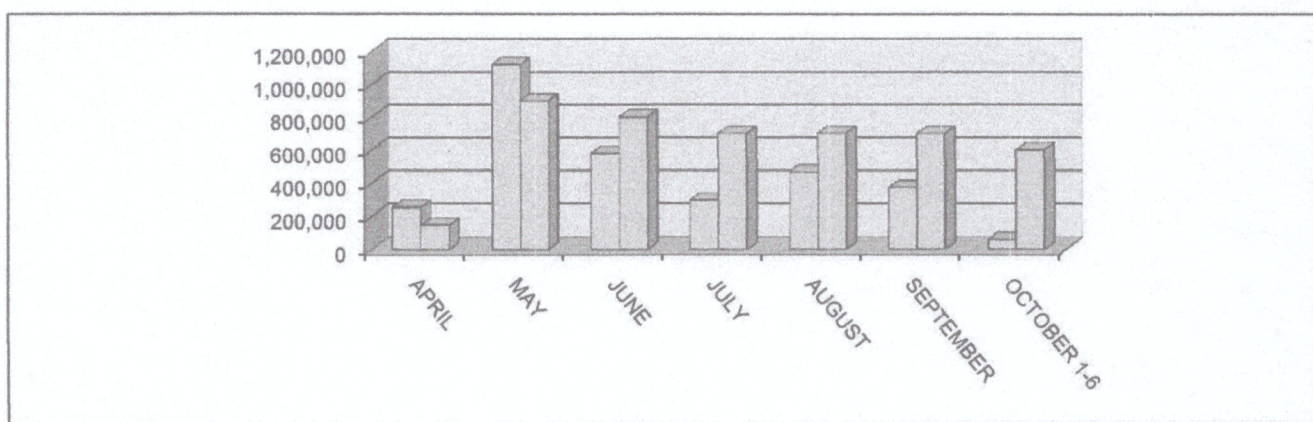
APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
NONE	5/23 - 0.5A	6/20- 1A	7/9- 0.5A	8/13- 1A	NONE
			7/12-13- 2A		
			7/21- 1A		
			7/23- 1A		

TARDINESS

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

Prepared by:


 ELIZEL ANNE TABAGAN
 HR/TIMEKEEPING

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 1-6		58,990	600,000	10%	
TOTAL		3,143,385	4,546,666	69%	
AVERAGE		523,898	757,778	69%	April 23, 2025

PREPARED BY:


Jake Bryan Trajeco
 Sales PM Management Assistant