

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: sales	Section: 1a	Date: 10/01/05
Name: De Jesus, John Wesley	Position Title: PM- Imperial Tarlac	
Job Grade: R9 F	Date Started in the Position: 4-23-05	
Evaluating Supervisor: Raymond Bonomal	Title: Sr B.O	

DATE OF EVALUATION :	10-23-05 (6th Month eval.)
DATE OF LAST EVALUATION :	9-23-05
DATE HIRED :	4-23-05

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	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	Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports. Submission on set deadline Submission after 1 day on set deadline Submission after 2 days on set deadline Submission after 3 days on set deadline More than 3 days 10% of the total weight					✓

		1	2	3	4	5																				
ATTITUDE	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance to Dealer's Rules & Regulations <input type="checkbox"/> Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor <input type="checkbox"/> Willingness to learn and initiative to do the job well and improved skills. <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Respectful, hardworking and courteous <input type="checkbox"/> No Arrogance during work related disagreements <input type="checkbox"/> Not Argumentative <input type="checkbox"/> Not Troublesome <input type="checkbox"/> Does not spread malicious gossips <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>				✓																					
ATTENDANCE	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <table> <tbody> <tr> <td>None</td> <td>- Rating of 5</td> </tr> <tr> <td>1 late, 1 absent</td> <td>- Rating of 4</td> </tr> <tr> <td>2 times tardy and/or 2 absences</td> <td>- Rating of 3</td> </tr> <tr> <td>3-5 times tardy and/or 3 absences</td> <td>- Rating of 2</td> </tr> <tr> <td>more than 5 times tardy and/or absent</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>None</td> <td>- Rating of 5</td> </tr> <tr> <td>6 times tardy and 4 absences</td> <td>- Rating of 4</td> </tr> <tr> <td>8 times tardy and 6 absences</td> <td>- Rating of 3</td> </tr> <tr> <td>12 times tardy and 12 absences</td> <td>- Rating of 2</td> </tr> <tr> <td>more than 12 times tardy and 12 absences</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>	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	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				✓	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Good promotion knowledge & knows how to deal up customers.

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

Improve of be more constant in selling.

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

TRAINING

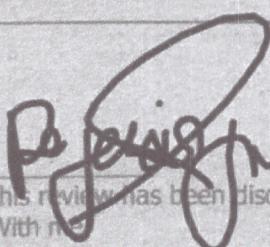
Type	Target Date	Objective	Expected Outcome

Employee's Comment

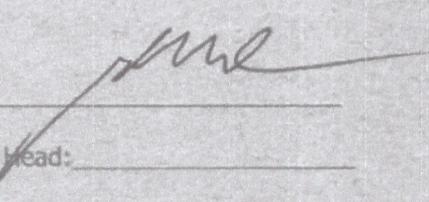
Superior's Recommendation as to Level, Salary or Position:

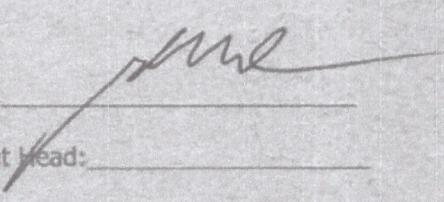
() With Salary Adjustment () Without Salary Adjustment Promoted to: _____

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 UVERO

- * NO NEGATIVE FEEDBACK ON PM.
- * PM GOOD IN THE WAY OF SAVES TALKING AND SELLING.
- * PM EXECUTES EXTENSIVE KNOWLEDGE OF THE AIR CONDITIONING PRODUCTS.

Project 101
Jake Bryan A. Trajico
Sales PM Mgmt Asst.

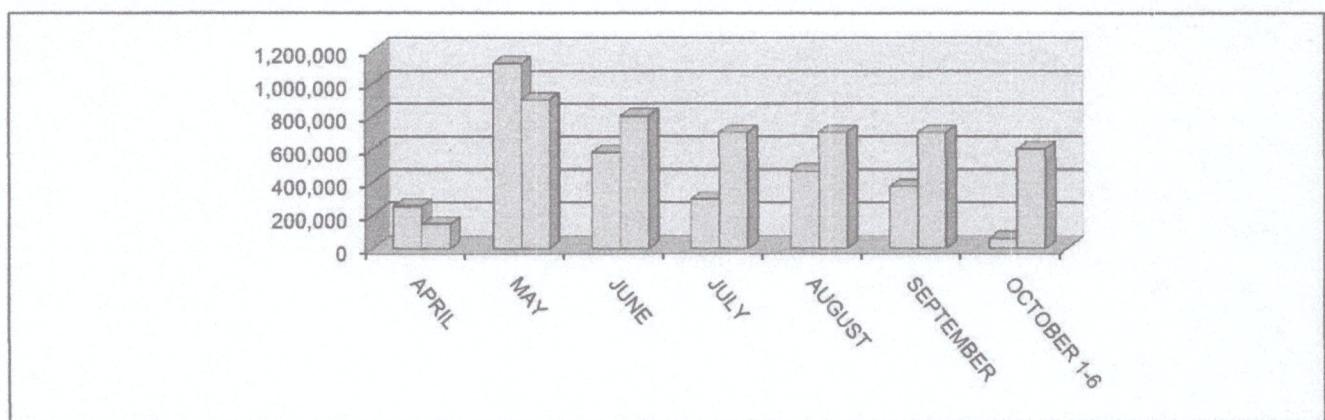
PM CONCERN
* LOW WALK INS

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

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

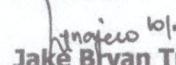
Prepared by:

IEZEL ANNE TABAGAN
WITTEKEEPING

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