

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 th 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 |

FINAL RATING:

TREND ANALYSIS: 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. Note: 5% of the total weight | | | |
| | Guide: | Score: | 5 | • REPORT DAILY SALES IN SIMS ON TIME. |
| | 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. Note: 70% of the total weight | | 1.4 | • DID NOT MEET THE ESTABLISHED SALES QUOTA FOR 5 CONSECUTIVE MONTHS, FALLING SHORT BY 79%, TOTAL AVERAGE. |
| | Guide: | Score: | | |
| | Sales performance is 100% and above | 5 | | |
| | Sales performance is 90% - 99% | 4 | | |
| | Sales performance is 80% - 89% | 3 | | |
| COMPLIANCE | Sales performance is 70% - 79% | 2 | 5 | • RESPONSIVE TO ALL MANAGEMENT CONCERN. |
| | Sales performance is below 69% | 1 | | |
| | Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. Note: 5% of the total weight | | | |
| | Guide: | Score: | | |
| | Consistently exceeds compliance | 5 | | |
| | Often exceeds expectations | 4 | | |
| | Meets all compliance requirements | 3 | | |
| | Inconsistent adherence | 2 | | |
| | Frequently non-compliant | 1 | | |

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

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

COULD EASILY ADAPT & 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 IS WORKING HARD, NEED TO BE BETTER ON HIS
ATTENDANCE & IMPROVE MORE ON SELL OUT.

PERFORMANCE IMPROVEMENT PLAN

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

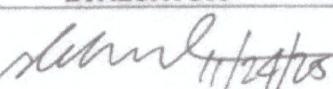
| AREA(S) NEEDING IMPROVEMENT | AGREED ACTIONS / TRAINING NEEDED | TARGET DATE FOR IMPROVEMENT |
|-----------------------------|----------------------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

| | | |
|--------------------------|-----------------------|------------------------------|
| Regularization | Merit Increase | Lateral Transfer |
| Extend Evaluation Period | Promotion | Revert to Previous Position |
| Termination | Retention / No Change | Confirm Promotion / Transfer |

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 |
|---|--------------------------------------|--------------------------------------|
|  | John P. St. John Jesus | |
| SIGNATURE OVER PRINTED NAME AND DATE | SIGNATURE OVER PRINTED NAME AND DATE | SIGNATURE OVER PRINTED NAME AND DATE |

COLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF DE JESUS, JOHN WISLEY
PM- IMPERIAL TARLAC
IS OF APRIL 18 OCTOBER 15, 2025

| TARDINESS | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER |
|-----------|-------|------|------|------|--------|-----------|---------|
| | NONE | NONE | NONE | NONE | NONE | NONE | NONE |
| | | | | | | | |

Prepared by:

Prepared by:

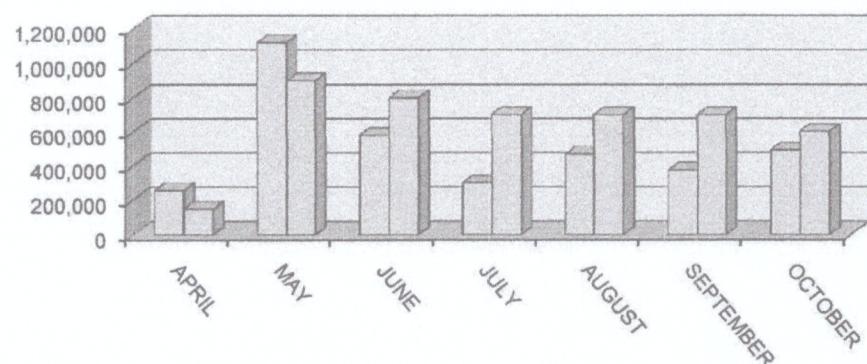
LEZEL ANNE TABAGAN
#8 TIMEKEEPING

PHL. INTL. INC.
DISCIPLINARY ACTION OF DE JESUS, JOHN WISLEY B.

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

ed by:


Tim 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% | |
| TOTAL | | 3,574,395 | 4,546,666 | 79% | |
| AVERAGE | | 510,628 | 649,524 | 79% | April 23, 2025 |

PREPARED BY:

Jake Bryan Trajeco
Jake Bryan Trajeco
Sales PM Management Assistant