

To : Espada, Jhon Mark - ~~AMBASSADOR~~ GLORIETTA
From : Sales PM Management
Date : MAY 29, 2025
Subject : 3 months Performance Evaluation
Reference No. : SAL-PMMM-25-~~16~~-008
Cc : AO, HRD, PMM, FILE

Good Day!

This memo serves as a formal notice that upon evaluating your performance for the past 3 months (February to April 2025). It reflects that you failed to hit your target for 3 consecutive months.

MONTHLY SALES PERFORMANCE

MONTH	YEAR	ACTUAL	TARGET	%
FEBRUARY	2025	196,465	600,000	33%
MARCH		289,345	600,000	48%
APRIL		340,450	600,000	57%
TOTAL		826,260	1,800,000	46%

It was discussed during Product Merchandiser's Office Day meeting that one of the duties and responsibilities of Product Merchandiser is to attain the 100% monthly target. In order to attain the target, Product Merchandisers should: (JD-SAL-09)

- Ensure that our products are properly displayed and with complete marketing paraphernalia's—placement should be aligned to Marketing or based on the store requirements in order to be visible to consumers.
- Monitor the stocks availability in order to prevent lost sales and coordinate to respective Account Officer if there should be a need to increase store stocks or additional SKUs.

In line with this, consistent failure to attain the monthly target, fall under negligence of duty and responsibility. We are requiring you to submit an explanation regarding this matter within 3 working days upon received of this memo.

Please be advised that any continued failure to meet your monthly target in the upcoming months will result to an Incident Report, classifying this as Negligence of Duty under section 8 of Code of Discipline. The following disciplinary sanction will be applied:

- **1st Offense:** Final Warning
- **2nd Offense:** 10 days suspension
- **3rd Offense:** 15 days suspension
- **4th Offense:** 30 days suspension
- **5th Offense:** Dismissal

Note: Issuance of incident report will take effect starting June to August 2025 sales performance.

We expect a prompt and responsible response to this serious matter and an immediate improvement in your performance. We are committed to support you, but we also require adherence to job responsibilities and performance expectations.

For any questions, don't hesitate to reach the undersigned thru messenger under **Kolin Sales**
Jake or at **09178161175**.

Thank you.

Prepared by:

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Noted by:

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Noted by:

Charles Saari 5/30/25
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Account Officer

Approved by:

Mr. Christian Keith Sarmiento
Mr. Christian Keith Sarmiento
AVP-SALES

Conforme:

(PM Signature)