

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: <i>Sales</i>	Section: <i>N/A</i>	Date: <i></i>
Name: <i>John Carlo B. Ferreras</i>	Position Title: <i>PM - Imperial Parawin Batangas</i>	
Job Grade: <i>Rank 9 File</i>	Date Started in the Position: <i>9.24.25</i>	
Evaluating Supervisor: <i>Raymond Domonil</i>	Title: <i>HO</i>	

DATE OF EVALUATION: <i>11.1.25</i>	(1st month evaluation)	
DATE OF LAST EVALUATION: <i>N/A</i>		
DATE HIRED: <i>10.1.25</i>		

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

SALES TARGET ACHIEVEMENT	Percentage of Achieved vs. Agreed Targets:					
		1	2	3	4	5
• 10	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.					
• 50	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	- rating of 5 - rating of 4 - rating of 3 - rating of 2 - rating of 1				✓
	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"/> <i>Compliance to Dealer's Rules & Regulations</i> <input type="checkbox"/> <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i> <input type="checkbox"/> <i>Willingness to learn and initiative to do the job well and improved skills.</i> <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Respectful, hardworking and courteous</i> <input type="checkbox"/> <i>No Arrogance during work related disagreements</i> <input type="checkbox"/> <i>Not Argumentative</i> <input type="checkbox"/> <i>Not Troublesome</i> <input type="checkbox"/> <i>Does not spread malicious gossips</i> <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><i>10% of the total weight</i></p>				✓																					
ATTENDANCE	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td><i>- Rating of 5</i></td> </tr> <tr> <td><i>1 late, 1 absent</i></td> <td><i>- Rating of 4</i></td> </tr> <tr> <td><i>2 times tardy and/or 2 absences</i></td> <td><i>- Rating of 3</i></td> </tr> <tr> <td><i>3-5 times tardy and/or 3 absences</i></td> <td><i>- Rating of 2</i></td> </tr> <tr> <td><i>more than 5 times tardy and/or absent</i></td> <td><i>- Rating of 1</i></td> </tr> </tbody> </table> <p><i>b. Number of lates and absences for Annual Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td><i>- Rating of 5</i></td> </tr> <tr> <td><i>6 times tardy and 4 absences</i></td> <td><i>- Rating of 4</i></td> </tr> <tr> <td><i>8 times tardy and 6 absences</i></td> <td><i>- Rating of 3</i></td> </tr> <tr> <td><i>12 times tardy and 12 absences</i></td> <td><i>- Rating of 2</i></td> </tr> <tr> <td><i>more than 12 times tardy and 12 absences</i></td> <td><i>- Rating of 1</i></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><i>10% of the total weight</i></p>	<i>None</i>	<i>- Rating of 5</i>	<i>1 late, 1 absent</i>	<i>- Rating of 4</i>	<i>2 times tardy and/or 2 absences</i>	<i>- Rating of 3</i>	<i>3-5 times tardy and/or 3 absences</i>	<i>- Rating of 2</i>	<i>more than 5 times tardy and/or absent</i>	<i>- Rating of 1</i>	<i>None</i>	<i>- Rating of 5</i>	<i>6 times tardy and 4 absences</i>	<i>- Rating of 4</i>	<i>8 times tardy and 6 absences</i>	<i>- Rating of 3</i>	<i>12 times tardy and 12 absences</i>	<i>- Rating of 2</i>	<i>more than 12 times tardy and 12 absences</i>	<i>- Rating of 1</i>				✓	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

TRYING HIS BEST TO PERFORM WORK.

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

SHOWING FIT AT LEAST 50% ON FIRST MONTH.

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:

John Carlo Ferreras 10/30/2025

JOHN CARLO FERRERAS
Employee: _____ Supervisor: _____

This review has been discussed
With me.

Department Head: _____

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

10/30/23
Jake Bryan A. Trajeco
Sales PM Mgmt Asst.

PM CONCERN
IN OWN WORK IN ON AC DEPARTMENT
IN COMPETITORS PRIMING LINE STAFF.

KOLIN PHIL. INTL. INC.
ATTENDANCE SUMMARY OF FERRERAS, JOHN CARLO
(PM- IMPERIAL ROSARIO BATANGAS)
AS OF OCT 2025

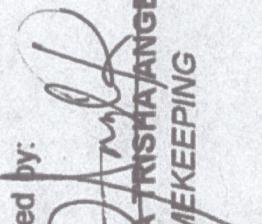
ABSENCES

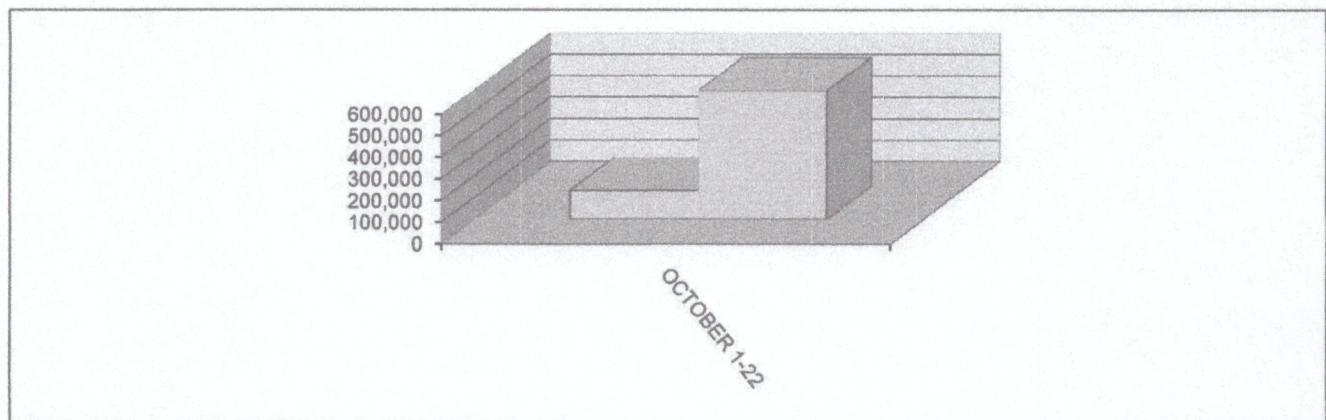
OCTOBER
NO DTR

TARDINESS

OCTOBER
NO DTR

Prepared by:


JOANA TRISHA ANGELAM RED
HR TIMEKEEPING

BRANCH PERFORMANCE:**IMPERIAL APP ROSARIO BATANGAS****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER 1-22	2025	133,475	600,000	22%	Ferreras, John Carlo B.
TOTAL		133,475	600,000	22%	
AVERAGE		133,475	600,000	22%	October 01, 2025

PREPARED BY:

Jake Bryan Trajeco
Sales PM Management Assistant