

# KOLIN PHILIPPINES INT'L INC.

Human Resources Department

## PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: Sales	Section:	Date:
Name: Habulin, Mark Jerome	Position Title: PM- Imperial Calamba	
Job Grade: R4F	Date Started in the Position: 8-19-2015	
Evaluating Supervisor: Raymond Doromal	Title: Account Officer	

DATE OF EVALUATION :	10-29-2015 (2nd evaluation)
DATE OF LAST EVALUATION :	9-29-2015
DATE HIRED :	8-29-2015

### 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
<b>SALES TARGET ACHIEVEMENT</b>	<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>			✓		
<b>SUBMISSION OF REPORTS</b>	<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
<b>ATTITUDE</b>	<p><i>a. Attitude Towards Work</i></p> <p><input checked="" type="checkbox"/> Compliance to Dealer's Rules &amp; Regulations</p> <p><input checked="" type="checkbox"/> Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</p> <p><input checked="" type="checkbox"/> Willingness to learn and initiative to do the job well and improved skills.</p> <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <p><input checked="" type="checkbox"/> Respectful, hardworking and courteous</p> <p><input checked="" type="checkbox"/> No Arrogance during work related disagreements</p> <p><input checked="" type="checkbox"/> Not Argumentative</p> <p><input checked="" type="checkbox"/> Not Troublesome</p> <p><input checked="" type="checkbox"/> Does not spread malicious gossips</p> <p><b>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.</b></p> <p>10% of the total weight</p>				✓	
<b>ATTENDANCE</b>	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <p>None - Rating of 5</p> <p>1 late, 1 absent - Rating of 4</p> <p>2 times tardy and/or 2 absences - Rating of 3</p> <p>3-5 times tardy and/or 3 absences - Rating of 2</p> <p>more than 5 times tardy and/or absent - Rating of 1</p> <p><i>b. Number of lates and absences for Annual Appraisal</i></p> <p>None - Rating of 5</p> <p>6 times tardy and 4 absences - Rating of 4</p> <p>8 times tardy and 6 absences - Rating of 3</p> <p>12 times tardy and 12 absences - Rating of 2</p> <p>more than 12 times tardy and 12 absences - Rating of 1</p> <p><b>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.</b></p> <p>10% of the total weight</p>					✓

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

SHOWS GOOD SEN - OUT ON HIS FIRST MONTH

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

BE CONSISTENT IN SEN - OUT



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.**

*J. Trajeo* 10/17  
Jale Bryan A. Trajeo  
Sales PM Mgmt Asst.

PM CONCERN

→ NO WALK IN ON AC



KOLIN PHIL. INT'L INC.  
ATTENDANCE SUMMARY OF HABULIN, MARK JEROME  
(PM- IMPERIAL CALAMBA)  
AS OF AUG TO SEPT 15, 2025

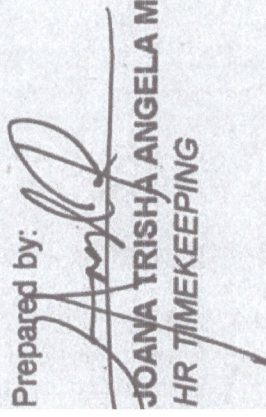
ABSENCES

AUGUST	SEPTEMBER
NONE	NONE

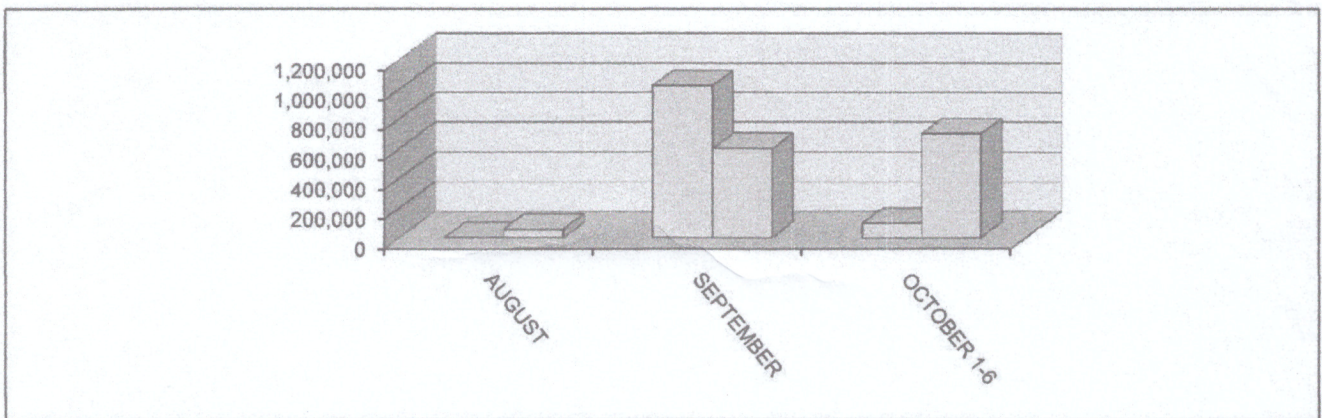
TARDINESS

AUGUST	SEPTEMBER
NONE	NONE

Prepared by:

  
JOANA TRISHA ANGELA M. RED  
HR TIMEKEEPING



**BRANCH PERFORMANCE:****IMPERIAL APP CALAMBA****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
AUGUST	2025	0	58,065	0%	Habulin, Mark Jerome
SEPTEMBER		1,023,675	600,000	171%	
OCTOBER 1-6		97,390	700,000	14%	
TOTAL		1,121,065	1,358,065	83%	
AVERAGE		560,533	679,033	83%	August 29, 2025

PREPARED BY:

*10/19*  
**Jake Bryan Trajeco**  
Sales PM Management Assistant