

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 Colombo	
Job Grade: RG-F	Date Started in the Position:	8-19-2018
Evaluating Supervisor: Raymond Doromal	Title: Account Officer	

DATE OF EVALUATION :	10-29-2018 (2nd evaluation)
DATE OF LAST EVALUATION :	9-29-2018
DATE HIRED :	8-29-2018

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 :

DECLINING	STABLE	IMPROVING

SALES TARGET ACHIEVEMENT	Percentage of Achieved vs. Agreed Targets:					
		1	2	3	4	5
2.1	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					
10	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	- rating of 5	✓			
	10% of the total weight	- rating of 4				
		- rating of 3				
		- rating of 2				
		- rating of 1				

		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><i>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.</i></p> <p><i>10% of the total weight</i></p>				<input checked="" type="checkbox"/>																					
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><i>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.</i></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>				<input checked="" type="checkbox"/>	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Shows Good Sun - out on his first month

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

Be consistent in sun - out

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

TRAINING

Type	Target Date	Objective	Expected Outcome

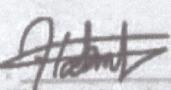
Employee's Comment

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

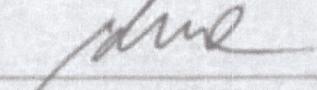
() With Salary Adjustment () Without Salary Adjustment Promoted to: _____

Justify Recommendation:

Employee:


This review has been discussed
With me.

Supervisor:

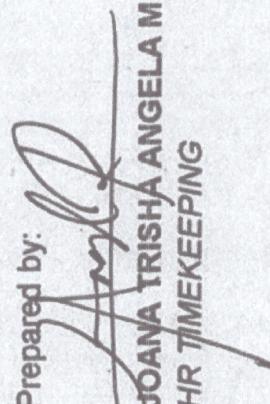

Department Head:

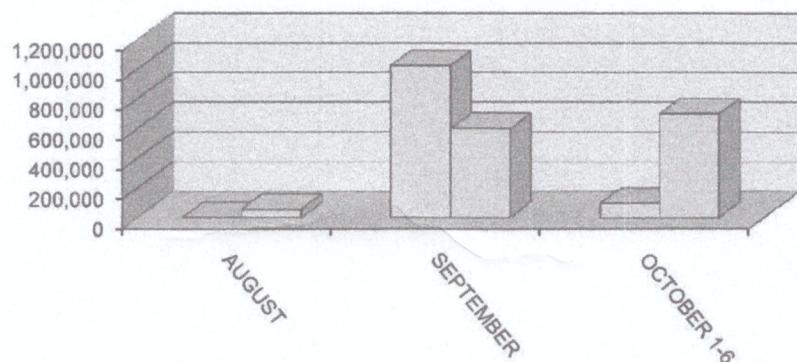
10/11
PM CONCERN
* NO WORK IN ON AC
Jaki Bryan A. Trajico
Sales PM Mgmt Asst.

KOLIN PHIL. INTL 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:

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