

KOLIN PHILIPPINES INT'L INC.

Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: <i>SALES</i>	Section: <i>N/A</i>	Date:
Name: <i>ABULIN, MARK JEROME</i>	Position Title: <i>PM - IMPERIAL CALAMBA</i>	
Job Grade: <i>RDP</i>	Date Started in the Position: <i>8/19/25</i>	
Evaluating Supervisor: <i>RAYMOND DORDINAL</i>	Title: <i>ACCOUNT OFFICER</i>	

DATE OF EVALUATION: <i>9/29/25 (1st evaluation)</i>
DATE OF LAST EVALUATION:
DATE HIRED: <i>8/29/25</i>

OVERALL VIEW OF PERFORMANCE

RATING	RANGE	DESCRIPTION
1	1-3	NOT ACCEPTABLE
2	4-6	NEEDS IMPROVEMENT
3	7-9	FAIRLY QUALIFIED
4	10-12	VERY GOOD
5	13-15	EXCELLENT

FINAL RATING :

TREND ANALYSIS:

DECLINING	STABLE	IMPROVING
-----------	--------	-----------

		1	2	3	4	5
QUALITY OF WORK	Extent of Conformity to Immediate Superior/Department Requirements/Internal Customers. Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.					
	Submission on set deadline - rating of 5					
	Submission after 1 day on set deadline - rating of 4					
	Submission after 2 days on set deadline - rating of 3					
	Submission after 3 days on set deadline - rating of 2					
	More than 3 days - rating of 1					
3.5	Percent of Accomplishment of Assigned Task & Agreed Targets:					
	Actual Sales vs. Targets					
	95% and 100% = 5 83% - 88% = 3					
	89% - 94% = 4 77% - 82% = 2					
	Below -76% = 1					
	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.					

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

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

Very fast learner / GOOD ATTENDANCE

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

Could still improve on sell out

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

TRAINING

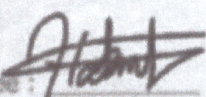
Type	Target Date	Objective	Expected Outcome

Employee's Comment:

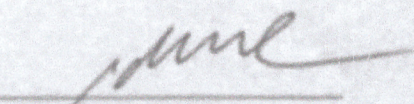
Superior's Recommendation as to Level, Salary or Position:

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

Justify Recommendation:

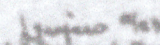
Employee: 

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.


Jake Bryan A. Trajeco
Sales PM Mgmt Asst.

+ SOMETIMES NO WORK IN HR
AC DEPARTMENT.

CLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF HABULIN, MARK JEROME
(M- IMPERIAL CALAMBA)
S OF AUG 15, 2025

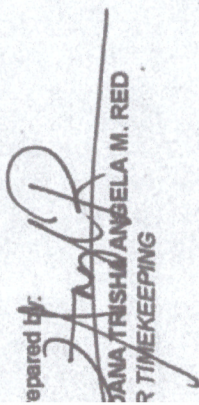
ABSENCES

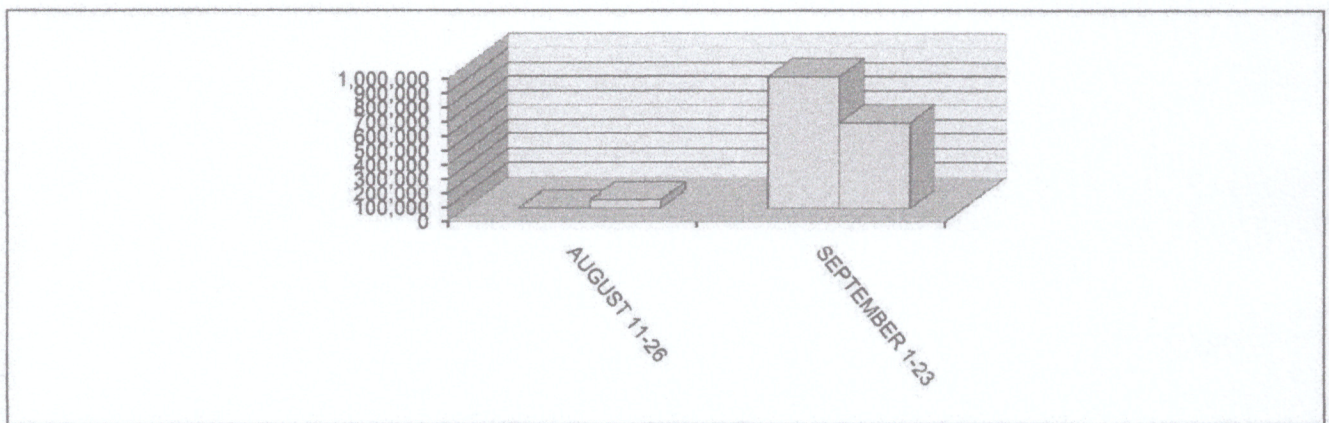
AUGUST
NO DTR

TARDINESS

AUGUST
NO DTR

prepared by:


TRISHA ANGELA M. RED
R TIMEKEEPING

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

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
AUGUST 11-26	2025	0	58,065	0%	Habulin, Mark Jerome
SEPTEMBER 1-23		921,685	600,000	154%	
TOTAL		921,685	658,065	140%	
AVERAGE		460,843	329,033	140%	August 29, 2025

PREPARED BY:

J. Bryan Trajeco 9/23
Jake Bryan Trajeco
Sales PM Management Assistant