

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: SALES	Section: 1/1	Date:
Name: HABULIN, MARK JEROME	Position Title: PM - IMPERIAL CATHEDRA	
Job Grade: RDP	Date Started in the Position: 8/19/25	
Evaluating Supervisor: RAYMOND DOROMAN	Title: ACCOUNT OFFICER	

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

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

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.				
	<i>Submission on set deadline</i>	<i>- rating of 5</i>	<i>Submission after 1 day on set deadline</i>	<i>- rating of 4</i>	<i>Submission after 2 days on set deadline</i>
	<i>Submission after 3 days on set deadline</i>	<i>- rating of 2</i>	<i>More than 3 days</i>	<i>- rating of 1</i>	
3.5	Percent of Accomplishment of Assigned Task & Agreed Targets:				
	<i>Actual Sales vs. Targets</i>				
	<i>95% and 100% = 5</i>	<i>83% - 88% = 3</i>	<i>89% - 94% = 4</i>	<i>77% - 82% = 2</i>	<i>Below -76% = 1</i>
	<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>				

		1	2	3	4	5																				
ATTITUDE	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> • <i>Compliance to Dealer's Rules & Regulations</i> • <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i> • <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"> • <i>Respectful, hardworking and courteous</i> • <i>No Arrogance during work related disagreements</i> • <i>Not Argumentative</i> • <i>Not Troublesome</i> • <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>				✓																					
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>	<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)

Very fast learner / Good Attendance

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

Could still improve on self-care

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

TRAINING

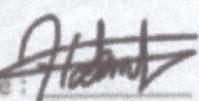
Type	Target Date	Objective	Expected Outcome

Employee's Comment

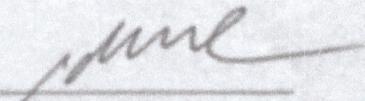
Superior's Recommendation as to Level, Salary or Position:

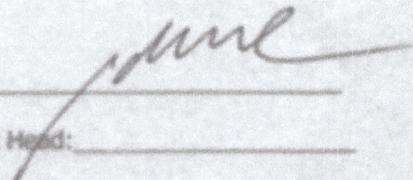
() With Salary Adjustment: () Without Salary Adjustment: Promoted to: _____

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.

Jun 10 1995
John Bryan A. Trajoso
Sales PM Night Shift

* SOMETIMES INDIVIDUALS ARE OUT
OF THE OFFICE.

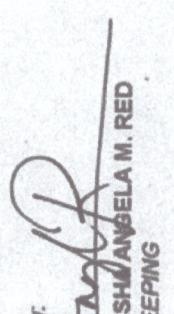
CLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF HABULIN, MARK JEROME
(M- IMPERIAL CALAMBA)
S OF AUG 15, 2025

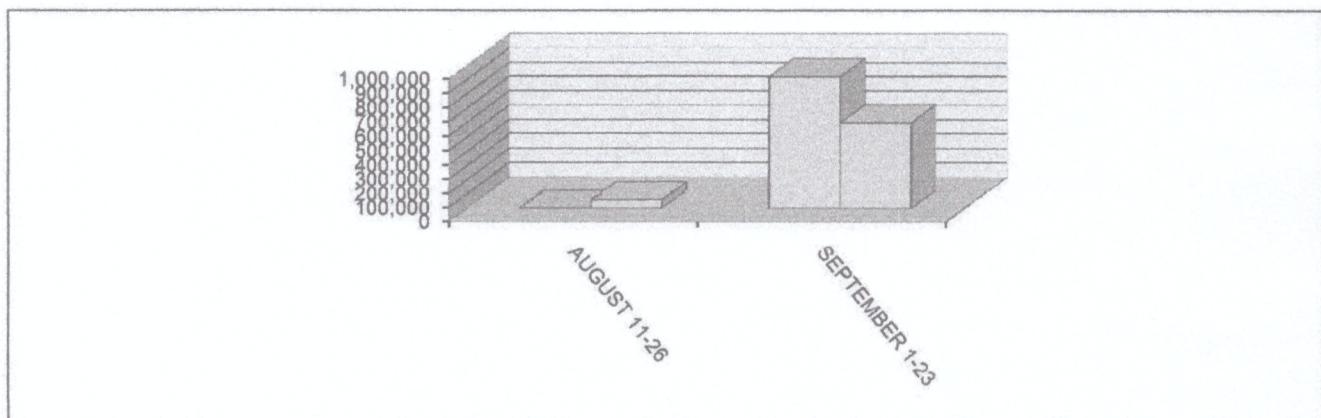
ABSENCES

AUGUST	
NO DTR	

TARDINESS

AUGUST	
NO DTR	

Prepared by:

JANA TRISHIA ANGEL 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. Trajeco 9/23
Jake Bryan Trajeco
Sales PM Management Assistant