

KOLIN PHILIPPINES INT'L INC.
Human Resources Department

PERFORMANCE APPRAISAL FORM
Product Merchandisers

EMPLOYEE INFORMATION

Employee Name:	Habulin, Mark Jerome		Evaluator Name:	Raymond Doromal
Employee Position:	PM – Imperial Calamba		Reviewer's Title:	SR. Account Officer
Department:	Sales		Evaluation Date:	11.29.25 (3rd month eval)
Date Hired:	8.29.2025		Evaluation Period:	Oct 29 – Nov 29, 2025
DOCUMENTS ATTACHED:	Attendance Record	Disciplinary Action		Previous PAF

OVERALL VIEW OF PERFORMANCE

SCORE	SCORE RANGE	DESCRIPTION	GUIDE
5	4.50 – 5.00	EXCELLENT	Consistently exceeds all requirements with exceptional quality
4	3.50 – 4.49	VERY GOOD	Exceeds requirements and delivers high-quality results
3	2.50 – 3.49	QUALIFIED	Meets job requirements and expectations consistently
2	1.50 – 2.49	NEEDS IMPROVEMENT	Performance is below expectations in some areas
1	1.00 – 1.49	NOT ACCEPTABLE	Performance is significantly below expectations

FINAL RATING:

TREND ANALYSIS:	Declining	Stable	Improving
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PERFORMANCE EVALUATION

Criteria	Sub Criteria	Proficiency Level	Score	Comment
QUALITY OF WORK	<i>A. Accuracy and Timeliness – Measures the employee's ability to complete work correctly and within expected timeframes. Note: 5% of the total weight</i>		0.15	<i>OFTEN LATE IN DAILY SALES REPORTING IN SIMS,</i>
	<i>Guide:</i>	<i>Score:</i>		
	Consistently delivers accurate and timely work	5		
	Often produces accurate and timely results	4		
	Meets accuracy and timeliness expectations	3	5	
	Occasionally inaccurate or late	2		
	Frequently inaccurate or late	1		
	<i>B. Productivity – Evaluates the employee's output in relation to assigned tasks, goals, and deadlines, considering both the quantity and efficiency of work produced. Note: 70% of the total weight</i>		3.5	<i>DID NOT MEET THE ESTABLISHED SALES QUOTA THIS PERIOD, FALLING SHORT BY 73%, BUT THE TOTAL AVERAGE IS MAINTAIN TO 100% ABOVE.</i>
	<i>Guide:</i>	<i>Score:</i>		
	Sales performance is 100% and above	5		
COMPLIANCE	Sales performance is 90% - 99%	4		
	Sales performance is 80% - 89%	3		
	Sales performance is 70% - 79%	2		
	Sales performance is below 69%	1		
	<i>Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. Note: 5% of the total weight</i>		0.20	
	<i>Guide:</i>	<i>Score:</i>		
	Consistently exceeds compliance	5		

ATTITUDE	<p>A. Adaptability – Evaluates the employee's ability to adjust to changes in work demands, priorities, processes, or environments while maintaining effectiveness and professionalism. Note: 3% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Quickly adapts to changes and handles challenges with ease</td><td>5</td></tr> <tr> <td>Adjusts well to changes with minimal difficulty</td><td>4</td></tr> <tr> <td>Adapts to changes and new demands as needed</td><td>3</td></tr> <tr> <td>Struggles to adjust to change or new priorities</td><td>2</td></tr> <tr> <td>Resists change and has difficulty adapting</td><td>1</td></tr> </tbody> </table>	Guide:	Score:	Quickly adapts to changes and handles challenges with ease	5	Adjusts well to changes with minimal difficulty	4	Adapts to changes and new demands as needed	3	Struggles to adjust to change or new priorities	2	Resists change and has difficulty adapting	1	4	ADAPTS QUICKLY WHEN IT COMES TO SET-UP																						
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<p>B. Cooperative – Assesses the employee's willingness to work collaboratively with others, show respect, and contribute to a positive and team-oriented work environment. Note: 3% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Consistently promotes teamwork and collaboration</td><td>5</td></tr> <tr> <td>Works well with others and supports team goals</td><td>4</td></tr> <tr> <td>Cooperates with coworkers as expected</td><td>3</td></tr> <tr> <td>Occasionally uncooperative or disengaged</td><td>2</td></tr> <tr> <td>Frequently uncooperative or disrupts teamwork</td><td>1</td></tr> </tbody> </table>			Guide:	Score:	Consistently promotes teamwork and collaboration	5	Works well with others and supports team goals	4	Cooperates with coworkers as expected	3	Occasionally uncooperative or disengaged	2	Frequently uncooperative or disrupts teamwork	1																							
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<p>C. Dependability – Evaluates the employee's reliability in completing tasks, meeting deadlines, being present when needed, and following through on commitments with minimal supervision. Note: 4% of the total weight</p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Always reliable and consistently delivers on commitments</td><td>5</td></tr> <tr> <td>Dependable and follows through with minimal supervision</td><td>4</td></tr> <tr> <td>Generally reliable and meets expectations</td><td>3</td></tr> <tr> <td>Sometimes unreliable or misses commitments</td><td>2</td></tr> <tr> <td>Frequently unreliable and lacks follow-through</td><td>1</td></tr> </tbody> </table>			Guide:	Score:	Always reliable and consistently delivers on commitments	5	Dependable and follows through with minimal supervision	4	Generally reliable and meets expectations	3	Sometimes unreliable or misses commitments	2	Frequently unreliable and lacks follow-through	1																							
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ATTENDANCE	<p>A. Punctuality – Evaluates the employee's consistency in arriving on time for work and meetings, demonstrating respect for schedules and ensuring timely participation without causing delays. Note: 5% of the total weight</p> <p>Guide: check # of late arrivals</p> <table border="1"> <thead> <tr> <th colspan="2">Monthly</th><th colspan="2">Annual</th><th rowspan="2">Score:</th></tr> <tr> <th>M-F</th><th>M-S</th><th>M-F</th><th>M-S</th></tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>5</td></tr> <tr> <td>1</td><td>1</td><td>1-5</td><td>1-6</td><td>4</td></tr> <tr> <td>2</td><td>2</td><td>6-10</td><td>7-12</td><td>3</td></tr> <tr> <td>3</td><td>3</td><td>11-15</td><td>13-18</td><td>2</td></tr> <tr> <td>≥ 4</td><td>≥ 4</td><td>≥ 16</td><td>≥ 19</td><td>1</td></tr> </tbody> </table>	Monthly		Annual		Score:	M-F	M-S	M-F	M-S	0	0	0	0	5	1	1	1-5	1-6	4	2	2	6-10	7-12	3	3	3	11-15	13-18	2	≥ 4	≥ 4	≥ 16	≥ 19	1	0.15	HAS NO LATE.
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<p>B. Absenteeism – Assesses the employee's reliability in maintaining regular attendance, minimizing unplanned absences, and being present when needed to support team operations and workload continuity. Note: 5% of the total weight</p> <p>Guide: check # of absences</p> <table border="1"> <thead> <tr> <th colspan="2">Monthly</th><th colspan="2">Annual</th><th rowspan="2">Score:</th></tr> <tr> <th>M-F</th><th>M-S</th><th>M-F</th><th>M-S</th></tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>5</td></tr> <tr> <td>1</td><td>1</td><td>1-5</td><td>1-6</td><td>4</td></tr> <tr> <td>2</td><td>2</td><td>6-10</td><td>7-12</td><td>3</td></tr> <tr> <td>3</td><td>3</td><td>11-15</td><td>13-18</td><td>2</td></tr> <tr> <td>≥ 4</td><td>≥ 4</td><td>≥ 16</td><td>≥ 19</td><td>1</td></tr> </tbody> </table>			Monthly		Annual		Score:	M-F	M-S	M-F	M-S	0	0	0	0	5	1	1	1-5	1-6	4	2	2	6-10	7-12	3	3	3	11-15	13-18	2	≥ 4	≥ 4	≥ 16	≥ 19	1	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

OFF TO A GOOD START ON SET - OUT

Area/s that needs improvement (Personal characteristics, knowledge, aptitudes and abilities)

IMPROVE ON YOUR ATTENDANCE &
BE CONSISTENT ON SET - OUT

PERFORMANCE IMPROVEMENT PLAN

Required if any criterion is 2 points below the required standard or if the overall score fails to meet expectations

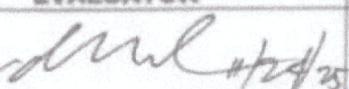
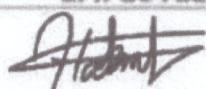
AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT

Evaluator's recommendation on employee's level, salary, position, and employment status. (check all that apply)

Regularization	Merit Increase	Lateral Transfer
Extend Evaluation Period	Promotion	Revert to Previous Position
Termination	Retention / No Change	Confirm Promotion / Transfer

ACKNOWLEDGMENT

The evaluator and the employee acknowledge, through their signatures that the performance evaluation results and feedback were discussed, including any required coaching, mentoring, or performance improvement plans, and that there is mutual understanding of the agreed-upon next steps and timelines.

EVALUATOR	EMPLOYEE	DEPARTMENT HEAD
 John M. #2425		
SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE

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

COULD EASILY ADAPT ADJUST & HAS PROVEN THAT
HE WOULD SEE IF THE MARKET IS RIGHT.

Area/s that needs improvement (Personal characteristics, knowledge, aptitudes and abilities)

ALTHOUGH HE IS WORKING CURRENTLY, NEED TO BE BETTER IN HIS
ATTENDANCE & IMPROVE MORE ON SET-OUT.

PERFORMANCE IMPROVEMENT PLAN

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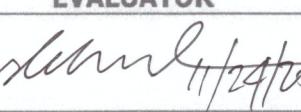
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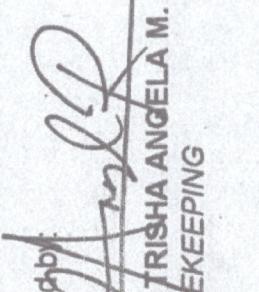
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KOLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF HABULIN, MARK JEROME
(PM- IMPERIAL CALAMBA)
AS OF AUG TO OCT 15, 2025

ABSENCES			
AUGUST	SEPTEMBER	OCTOBER	
NONE	9/22- 1A	10/5- 1A	
	9/30- 0.5A		

TARDINESS			
AUGUST	SEPTEMBER	OCTOBER	
NONE	NONE	NONE	

Prepared by:

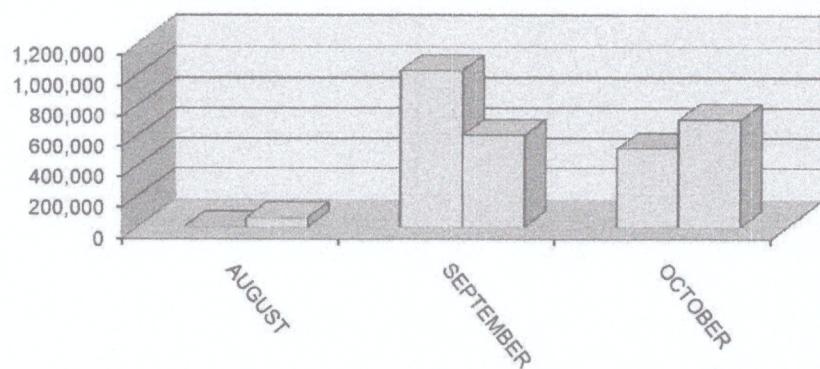

JOANA TRISHA ANGELA M. RED
HR TIMEKEEPING

I PHIL. INT'L INC.
PLINARY ACTION OF HABULIN, MARK JEROME M.

Infraction/Violation	Action Taken

ed by:

L. P. J.
LINDA P. JOVERO
EMPLOYEE RELATIONS

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		510,340	700,000	73%	
TOTAL		1,534,015	1,358,065	113%	
AVERAGE		511,338	452,688	113%	August 29, 2025

PREPARED BY:


Jake Bryan Trajeco
Sales PM Management Assistant