

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 (3 rd 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

PERFORMANCE EVALUATION

Criteria	Sub Criteria		Proficiency Level	Score	Comment
QUALITY OF WORK	A. Accuracy and Timeliness – Measures the employee’s ability to complete work correctly and within expected timeframes. Note: 5% of the total weight			0.15	• OFTEN LATE IN DAILY SALES REPORTING IN SIMS.
	Guide:	Score:	5	3	
	Consistently delivers accurate and timely work	5			
	Often produces accurate and timely results	4			
	Meets accuracy and timeliness expectations	3			
	Occasionally inaccurate or late	2			
	Frequently inaccurate or late	1			
	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			3.5	• DID NOT MEET THE ESTABLISHED SALES QUOTA THIS PERIOD, FALLING SHORT BY 73%, BUT THE TOTAL AVERAGE IS MAINTAIN TO 100% ABOVE.
	Guide:	Score:	5	5	
	Sales performance is 100% and above	5			
	Sales performance is 90% - 99%	4			
	Sales performance is 80% - 89%	3			
	Sales performance is 70% - 79%	2			
Sales performance is below 69%	1				
COMPLIANCE	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			0.20	• SOMETIMES UNRESPONSIVE TO MANAGEMENT CONCERN.
	Guide:	Score:	5	4	
	Consistently exceeds compliance	5			
	Often exceeds expectations	4			
	Meets all compliance requirements	3			
	Inconsistent adherence	2			
	Frequently non-compliant	1			

ATTITUDE	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					4	ADAPTS QUICKLY WHEN IT COMES TO CHANGES
	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	TEAM PLAYER	
	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						
	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		4	COWORKER w/ MINIMAL SUPERVISION	
	Frequently uncooperative or disrupts teamwork		1				
	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						
	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				
ATTENDANCE	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					0.25	HAS NO LATE.
	Guide: check # of late arrivals				5	5	
	Monthly		Annual				
	M – F	M – S	M – F	M – S			
	0	0	0	0			
	1	1	1 – 5	1 – 6			
	2	2	6 – 10	7 – 12	5	0.20	HAS 1 ABSENT RECORDED FOR THE MONTH OF OCTOBER 2025.
	3	3	11 – 15	13 – 18			
	≥ 4	≥ 4	≥ 16	≥ 19			
	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						
	Guide: check # of absences				5	4	
	Monthly		Annual				
	M – F	M – S	M – F	M – S			
	0	0	0	0			
	1	1	1 – 5	1 – 6			
	2	2	6 – 10	7 – 12			
	3	3	11 – 15	13 – 18	5	4	
	≥ 4	≥ 4	≥ 16	≥ 19			
	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						
	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				

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

OFF TO A GOOD START ON SEN-OUT

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

IMPROVE ON YOUR ~~ATTENDANCE~~ APPEARANCE
BE CONSISTENT ON SEN-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
 #124/25		
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 ADJUST & HAS PROVEN THAT
HE COULD SEE IF THE MARKET IS RIGHT.

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

ALTHOUGH HE IMPROVED GREATLY, NEED TO BE BETTER ON HIS
ATTENDANCE & IMPROVE MORE ON SCHEDULE.

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)

<input type="checkbox"/> Regularization	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Lateral Transfer
<input type="checkbox"/> Extend Evaluation Period	<input type="checkbox"/> Promotion	<input type="checkbox"/> Revert to Previous Position
<input type="checkbox"/> Termination	<input type="checkbox"/> Retention / No Change	<input type="checkbox"/> Confirm Promotion / Transfer

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EVALUATOR	EMPLOYEE	DEPARTMENT HEAD
		
SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE	SIGNATURE OVER PRINTED NAME AND DATE

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

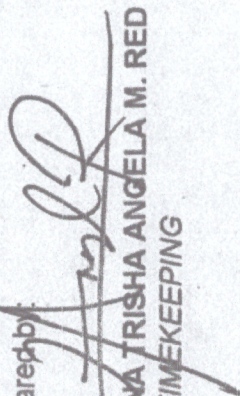
ABSENCES

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

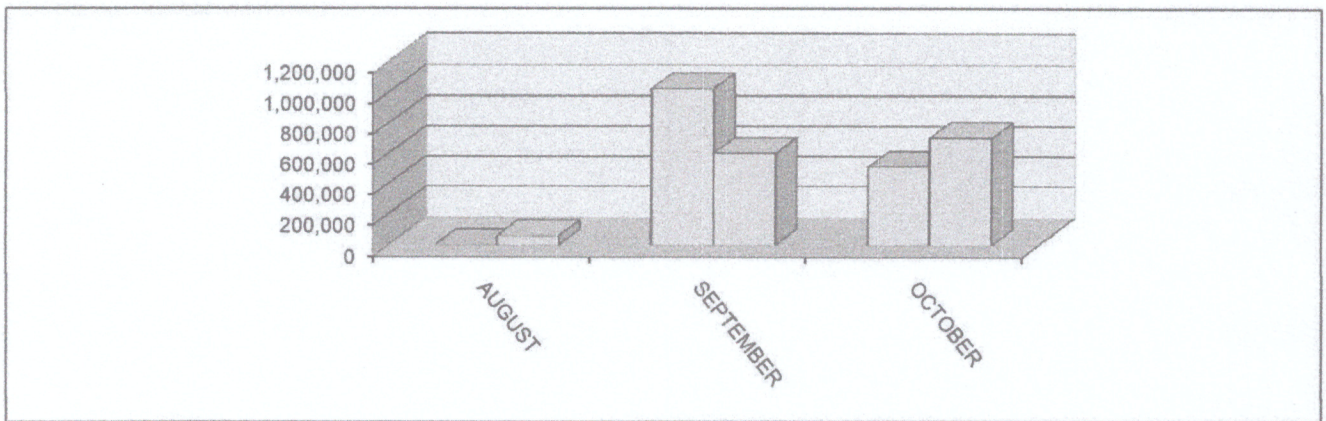
PHIL. INT'L INC.
DISCIPLINARY ACTION OF HABULIN, MARK JEROME M.

Infraction/Violation		Action Taken

red by:

L. Jovero
STINE 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:

J. Bryan Trajeco
Jake Bryan Trajeco
 Sales PM Management Assistant