

# KOLIN PHILIPPINES INT'L INC.

Human Resources Department

## PERFORMANCE APPRAISAL FORM Product Merchandisers

### EMPLOYEE INFORMATION

Employee Name:	Sinto, Igien T.	Evaluator Name:	Raymond Doromal
Employee Position:	PM – Imperial App Bayawan	Reviewer's Title:	Sr. Account Officer
Department:	Sales	Evaluation Date:	12.06.2025 (2 <sup>ND</sup> Eval.)
Date Hired:	10.06.2025	Evaluation Period:	Nov. 06 – Dec. 05, 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
<b>FINAL RATING:</b>			
<b>TREND ANALYSIS:</b>		Declining	Stable
			Improving

### PERFORMANCE EVALUATION

Criteria	Sub Criteria	Proficiency Level	Score	Comment
<b>QUALITY OF WORK</b>	A. Accuracy and Timeliness – Measures the employee's ability to complete work correctly and within expected timeframes. <b>Note: 8% of the total weight</b>		0.32	
	<b>Guide:</b>	<b>Score:</b>		
	Consistently delivers accurate and timely work	5		
	Regularly delivers 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. <b>Note: 45% of the total weight</b>			
	<b>Guide:</b>	<b>Score:</b>		
	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			
<b>COMPLIANCE</b>	Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. <b>Note: 7% of the total weight</b>		0.35	
	<b>Guide:</b>	<b>Score:</b>		
	Consistently exceeds compliance	5		
	Regularly exceeds compliance requirements	4		
	Meets all compliance requirements	3		

<b>ATTITUDE</b>	<p><b>A. Adaptability</b> – Evaluates the employee's ability to adjust to changes in work demands, priorities, processes, or environments while maintaining effectiveness and professionalism. <b>Note: 6% of the total weight</b></p> <table border="1"> <thead> <tr> <th><b>Guide:</b></th><th><b>Score:</b></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 required</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> <p><b>B. Cooperative</b> – Assesses the employee's willingness to work collaboratively with others, show respect, and contribute to a positive and team-oriented work environment. <b>Note: 6% of the total weight</b></p> <table border="1"> <thead> <tr> <th><b>Guide:</b></th><th><b>Score:</b></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> <p><b>C. Dependability</b> – Evaluates the employee's reliability in completing tasks, meeting deadlines, being present when needed, and following through on commitments with minimal supervision. <b>Note: 8% of the total weight</b></p> <table border="1"> <thead> <tr> <th><b>Guide:</b></th><th><b>Score:</b></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>	<b>Guide:</b>	<b>Score:</b>	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 required	3	Struggles to adjust to change or new priorities	2	Resists change and has difficulty adapting	1	<b>Guide:</b>	<b>Score:</b>	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	<b>Guide:</b>	<b>Score:</b>	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	<p>4</p> <p>4</p> <p>4</p>	<p>Good Attitude</p>																																		
<b>Guide:</b>	<b>Score:</b>																																																																								
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 required	3																																																																								
Struggles to adjust to change or new priorities	2																																																																								
Resists change and has difficulty adapting	1																																																																								
<b>Guide:</b>	<b>Score:</b>																																																																								
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																																																																								
<b>Guide:</b>	<b>Score:</b>																																																																								
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																																																																								
<b>ATTENDANCE</b>	<p><b>A. Punctuality</b> – Evaluates the employee's consistency in arriving on time for work and meetings, demonstrating respect for schedules and ensuring timely participation without causing delays. <b>Note: 10% of the total weight</b></p> <p><b>Guide:</b> check # of late arrivals</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Monthly</b></th> <th colspan="2"><b>Annual</b></th> <th><b>Score:</b></th> </tr> <tr> <th><b>M-F</b></th> <th><b>M-S</b></th> <th><b>M-F</b></th> <th><b>M-S</b></th> <th></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><math>\geq 4</math></td><td><math>\geq 4</math></td><td><math>\geq 16</math></td><td><math>\geq 19</math></td><td>1</td></tr> </tbody> </table> <p><b>B. Absenteeism</b> – Assesses the employee's reliability in maintaining regular attendance, minimizing unplanned absences, and being present when needed to support team operations and workload continuity. <b>Note: 10% of the total weight</b></p> <p><b>Guide:</b> check # of absences</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Monthly</b></th> <th colspan="2"><b>Annual</b></th> <th><b>Score:</b></th> </tr> <tr> <th><b>M-F</b></th> <th><b>M-S</b></th> <th><b>M-F</b></th> <th><b>M-S</b></th> <th></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><math>\geq 4</math></td><td><math>\geq 4</math></td><td><math>\geq 16</math></td><td><math>\geq 19</math></td><td>1</td></tr> </tbody> </table>	<b>Monthly</b>		<b>Annual</b>		<b>Score:</b>	<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>		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	$\geq 4$	$\geq 4$	$\geq 16$	$\geq 19$	1	<b>Monthly</b>		<b>Annual</b>		<b>Score:</b>	<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>		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	$\geq 4$	$\geq 4$	$\geq 16$	$\geq 19$	1	<p>5</p> <p>5</p> <p>4</p>	<p>0.50</p> <p>0.40</p>
<b>Monthly</b>		<b>Annual</b>		<b>Score:</b>																																																																					
<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>																																																																						
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																																																																					
$\geq 4$	$\geq 4$	$\geq 16$	$\geq 19$	1																																																																					
<b>Monthly</b>		<b>Annual</b>		<b>Score:</b>																																																																					
<b>M-F</b>	<b>M-S</b>	<b>M-F</b>	<b>M-S</b>																																																																						
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																																																																					
$\geq 4$	$\geq 4$	$\geq 16$	$\geq 19$	1																																																																					

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

Good Attitude & Co | Attitude

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

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

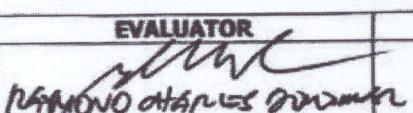
AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT
Sen-out	Put in more stocks	Dec. 2025

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
 RAYMOND CHARLES GAMMIE		

PM CONDERN

+ LACK OF STOCKS.

ATTENDANCE SUMMARY OF SINTO, (GIEN  
(PM- IMPERIAL BAYAWAN)  
AS OF OCTOBER TO NOVEMBER 15, 2025

ABSENCES	OCTOBER	NOVEMBER
	10/23-26- 4A	11/5-1A

TARDINESS	OCTOBER	NOVEMBER
	NONE	NONE

Prepared by:

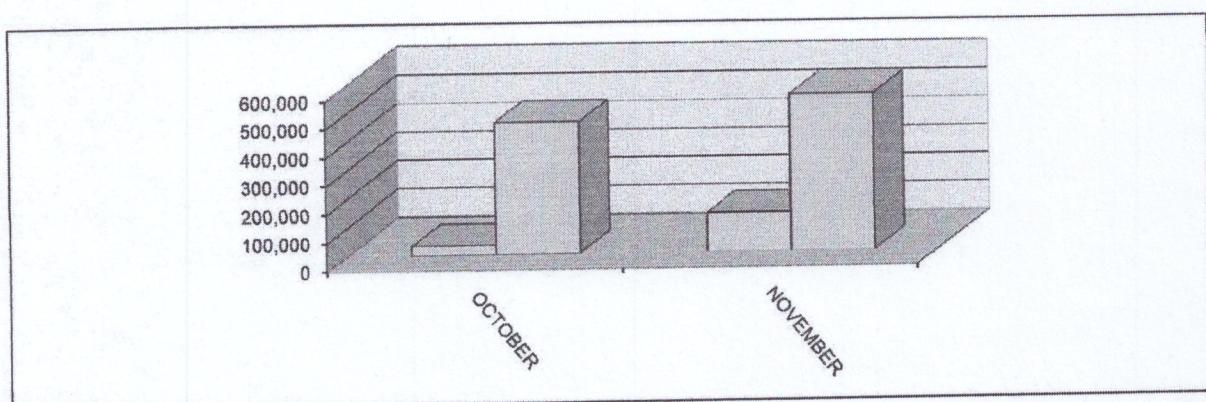
12/1  
HEIZEL ANNET TABAGAN  
HR TIMEKEEPING

KOLIN PHIL. INT'L INC.  
DISCIPLINARY ACTION OF SINTO, IGLEN T.

Date	Infraction/Violation	Action Taken

Prepared by:

  
CHRISTINE P. JOVERO  
HR EMPLOYEE RELATIONS

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

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER	2025	29,995	461,290	7%	Sinto, Igien T.
NOVEMBER		134,375	550,000	24%	
<b>TOTAL</b>		<b>164,370</b>	<b>1,011,290</b>	<b>16%</b>	
<b>AVERAGE</b>		<b>82,185</b>	<b>505,645</b>	<b>16%</b>	October 06, 2025

PREPARED BY:

*Jake Bryan Trajeco*  
**Jake Bryan Trajeco**  
Sales PM Management Assistant