



IMPERIAL APPLIANCE PLAZA

Owned and Managed by: Vic Imperial Appliance Corporation
Ang Suki ng Bayan

October 31, 2025

Mr. Raymond Charles Doromal

Senior D.C - Iloilo

Kolin Phils. Int'l Inc.

Appliance Arcade, Avanceña St.

South Fundidor Molo, Iloilo City

Dear Mr. Doromal,

We regret to inform you that the performance of **Mr. Franz Gabriel Quintain**, Product Specialist assigned to the **IAP-Lipa Branch**, has been unsatisfactory during his tenure with the company. A review of his sales performance covering the months of June, July, and August shows a consistent failure to meet the monthly sales quotas assigned to him. Despite the continuous support, training, and guidance extended by his immediate supervisors, Mr. Quintain has been unable to achieve the expected performance standards. This shortfall has negatively impacted not only his individual targets but also the overall productivity and sales performance of the team and the branch. In addition to the below-target sales results, it has also been observed and documented that Mr. Quintain has incurred multiple instances of tardiness and has been seen sleeping during official working hours, which constitutes a clear violation of company policies and professional conduct standards. These repeated performance and behavioral issues demonstrate a lack of commitment and discipline, despite the interventions and corrective measures already implemented. Consequently, the management views this matter with utmost seriousness as it affects both team morale and operational efficiency.

In lieu hereof, I would like to request for an **immediate replacement** of the said Product Specialist for we do not tolerate such kind of unacceptable practices against company's operation.

Thank you and hoping for an early favorable action regarding this matter.

Very truly yours,


ARLYN R. BARRIENTOS
HRD Manager



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277 Iznart Street, Iloilo City

INCIDENT/VIOLATION REPORT		Control No: BRANCH-IR-001-2025
		DATE PREPARED: 10-03-25
NAME	POSITION	BRAND
FRANZ GABRIEL QUITAIN	KOLIN PRODUCT SPECIALIST	KOLIN
AREA/BRANCH	DEPARTMENT	NO. OF OFFENSE FOR THE MONTH
LIPA BRANCH	SALES	3
Date Committed :		Place Committed:
DETAILS OF THE INCIDENT/S/CITING DATE OF COMMISSION/ PLACE OF COMMISSION AND THE PERSON/S INVOLVED (Use addition sheet, if necessary.)		
SUBJECT: *NOT HITTING PRESCRIBED QUOTA IN JUNE, JULY AND AUGUST. *TAKING A NAP OR SLEEPING IN TIME OF DUTY AT THE SELLING AREA. I CAUGHT THRICE, FIRST WAS VERBAL WARNING, 2 ND FINAL WARNING AND LAST 3 RD , I TOOK A PICTURE FOR DOCUMENTATION AND EVIDENCE. *CONSECUTIVE LATE AND NOT ATTENDING REVALIDA OR LATE DURING REVALIDA IN THE MORNING.		
RECOMMENDATION TO THE AGENCY: IMMEDIATE REPLACEMENT		
RECOMMENDED BY: (ADCOM)		
 Cristopher Rosita Branch Sales Manager Date: 10/6/25	 Jeffrey Reyes C & C Mahager Date: 10/6/25	 Charmaine Aclan Branch Cashier Date: 10-4-25
APPROVED BY: Eduardo Genzola Regional Manager Date:		NOTED BY: Renz Carlo Bathan/MT Warehouseman Date: 10/6/25
PRODUCT SPECIALIST SIGNATURE: Date:	SIGNED IN THE PRESENCE OF WITNESS (Signature over printed name) Date:	DISTRIBUTION: 1 Employee HRD Branch

NOTE: Please attach the needed documents (ex: explanation letter, pictures, dtr logs, etc.)

**FRANZ GABRIEL QUITAIN
SELL OUT FROM MARCH-AUGUST**

IN-HOUSE		HOME CREDIT		MONTHLY TOTAL SALE
SALES INVOICE	AMOUNT	SALES INVOICE	AMOUNT	
MARCH				
0018442	54,995.00	00028203	25,950.00	
0018482	20,385.00	00028335	45,795.00	
		00028425	15,898.00	
		00028442	24,795.00	
		00028452	32,090.00	
		00028476	39,596.00	
		00028501	56,394.00	
	20,385.00		240,518.00	260,903.00
APRIL				
0018482	31,095.00	00028715	22,695.00	
0018495	16,995.00	00028765	43,995.00	
0018498	32,995.00	00028793	25,599.00	
0018457	22,401.00	00028807	23,995.00	
		00028849	20,395.00	
		00028953	22,695.00	
		00028966	23,995.00	
	101,487.00		183,369.00	284,866.00
MAY				
		00029199	24,795.00	
		00029259	22,095.00	
		00029285	25,599.00	
		00029301	57,395.00	
		00029498	19,095.00	
		00029554	34,699.00	
		00029570	23,195.00	
		00029575	19,095.00	
		00029619	69,699.00	
		00029735	33,100.00	
			328,767.00	328,767.00
JUNE				
0018593	40,495.00	00029960	10,098.00	
0018625	14,995.00	00030190	22,990.00	
	55,490.00		33,088.00	88,578.00
JULY				
0018663	22,495.00	00030381	21,015.00	
		00030446	25,895.00	
		00030749	25,499.00	
		00030797	25,215.00	
	22,495.00		97,624.00	120,119.00
AUGUST				
0018714	28,999.00	00030849	35,899.00	
0018744	20,599.00	00031142	24,095.00	
		00031179	20,699.00	
		00031218	16,000.00	
		00031289	29,275.00	
	49,598.00		125,968.00	175,566.00

