



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 | |
|--|--|--|---|
| 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) | | | |
| Christopher Rosita Branch Sales Manager Date: 10/6/25 | Jeffrey Reyes & C Mahager Date: 10/6/25 | Charmaine Aclan Branch Cashier Date: 10/4/25 | Renz Carlo Bathan/MT Warehouseman Date: 10/6/25 |
| APPROVED BY: Eduardo Genzola Regional Manager Date: | NOTED BY: | | |
| PRODUCT SPECIALIST'S 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 | 00025223 | 35,950.00 | |
| 0018452 | 27,585.00 | 00025335 | 43,705.00 | |
| | | 00025425 | 15,895.00 | |
| | | 00025442 | 24,795.00 | |
| | | 00025452 | 32,090.00 | |
| | | 00025475 | 39,595.00 | |
| | | 00025521 | 56,394.00 | |
| | 20,585.00 | | 240,518.00 | 260,903.00 |
| APRIL | | | | |
| 0018487 | 31,095.00 | 00025715 | 22,695.00 | |
| 0018498 | 16,995.00 | 00025765 | 43,995.00 | |
| 0018498 | 32,995.00 | 00025793 | 25,599.00 | |
| 0018497 | 22,421.00 | 00025807 | 23,995.00 | |
| | | 00025849 | 20,395.00 | |
| | | 00025953 | 22,695.00 | |
| | | 00025966 | 23,995.00 | |
| | 101,497.00 | | 183,369.00 | 284,866.00 |
| MAY | | | | |
| | | 00025919 | 24,795.00 | |
| | | 00025925 | 22,095.00 | |
| | | 00025935 | 25,599.00 | |
| | | 00025951 | 57,395.00 | |
| | | 00025949 | 19,095.00 | |
| | | 00025954 | 34,699.00 | |
| | | 00025957 | 23,195.00 | |
| | | 000259575 | 19,095.00 | |
| | | 000259619 | 69,699.00 | |
| | | 000259735 | 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 |

