

KOLIN PHILIPPINES INT'L INC.

Human Resources Department

PERFORMANCE APPRAISAL FORM

(Product Merchandiser)

Department: Sales	Section: 1/4	Date:
Name: Renelyn D. Ira	Position Title: PM - Imperial Banate & Barotac Mills	
Job Grade: Rank 9 File		Date Started in the Position: 9-24-25
Evaluating Supervisor: Raymond Dimond	Title: 10	

DATE OF EVALUATION : 11-1-25 (1st month evaluation)
DATE OF LAST EVALUATION : 11/4
DATE HIRED : 10-1-25

OVERALL VIEW OF PERFORMANCE

RATING	RANGE	DESCRIPTION
1	1 - 1.50	NOT ACCEPTABLE
2	1.51 - 2.50	NEEDS IMPROVEMENT
3	2.51 - 3.50	FAIRLY QUALIFIED
4	3.51 - 4.50	VERY GOOD
5	4.51 - 5.00	EXCELLENT

FINAL RATING :

TREND ANALYSIS:		
DECLINING	STABLE	IMPROVING

		1	2	3	4	5
SALES TARGET ACHIEVEMENT	<p>Percentage of Achieved vs. Agreed Targets:</p> <p>Actual Sales vs. Targets</p> <p>100% and above = 5 70% - 79% = 2 90% - 99% = 4 69% below = 1 80% - 89% = 3</p> <p>70% of the total weight</p>					
SUBMISSION OF REPORTS	<p>Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.</p> <p>Submission on set deadline - rating of 5</p> <p>Submission after 1 day on set deadline - rating of 4</p> <p>Submission after 2 days on set deadline - rating of 3</p> <p>Submission after 3 days on set deadline - rating of 2</p> <p>More than 3 days - rating of 1</p> <p>10% of the total weight</p>					

		1	2	3	4	5																				
ATTITUDE	<p><i>a. Attitude Towards Work</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Compliance to Dealer's Rules & Regulations</i> <input checked="" type="checkbox"/> <i>Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</i> <input checked="" type="checkbox"/> <i>Willingness to learn and initiative to do the job well and improved skills.</i> <p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Respectful, hardworking and courteous</i> <input checked="" type="checkbox"/> <i>No Arrogance during work related disagreements</i> <input checked="" type="checkbox"/> <i>Not Argumentative</i> <input checked="" type="checkbox"/> <i>Not Troublesome</i> <input checked="" type="checkbox"/> <i>Does not spread malicious gossips</i> <p>Note: Add the rating of the 2 conditions then get the average by dividing it by 2 then that is the rating you will check on the right side.</p> <p>10% of the total weight</p>				✓																					
ATTENDANCE	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td>- Rating of 5</td> </tr> <tr> <td><i>1 late, 1 absent</i></td> <td>- Rating of 4</td> </tr> <tr> <td><i>2 times tardy and/or 2 absences</i></td> <td>- Rating of 3</td> </tr> <tr> <td><i>3-5 times tardy and/or 3 absences</i></td> <td>- Rating of 2</td> </tr> <tr> <td><i>more than 5 times tardy and/or absent</i></td> <td>- Rating of 1</td> </tr> </tbody> </table> <p><i>b. Number of lates and absences for Annual Appraisal</i></p> <table> <tbody> <tr> <td><i>None</i></td> <td>- Rating of 5</td> </tr> <tr> <td><i>6 times tardy and 4 absences</i></td> <td>- Rating of 4</td> </tr> <tr> <td><i>8 times tardy and 6 absences</i></td> <td>- Rating of 3</td> </tr> <tr> <td><i>12 times tardy and 12 absences</i></td> <td>- Rating of 2</td> </tr> <tr> <td><i>more than 12 times tardy and 12 absences</i></td> <td>- Rating of 1</td> </tr> </tbody> </table> <p>Note: Add the rating of the 2 conditions then get the average by dividing it by 2 then that is the rating you will check on the right side.</p> <p>10% of the total weight</p>	<i>None</i>	- Rating of 5	<i>1 late, 1 absent</i>	- Rating of 4	<i>2 times tardy and/or 2 absences</i>	- Rating of 3	<i>3-5 times tardy and/or 3 absences</i>	- Rating of 2	<i>more than 5 times tardy and/or absent</i>	- Rating of 1	<i>None</i>	- Rating of 5	<i>6 times tardy and 4 absences</i>	- Rating of 4	<i>8 times tardy and 6 absences</i>	- Rating of 3	<i>12 times tardy and 12 absences</i>	- Rating of 2	<i>more than 12 times tardy and 12 absences</i>	- Rating of 1				✓	
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

TRYING HER BEST TO IMPROVE

Employee's weakest point (need improvement in current position and how this can be accomplished)

SHOULD BE AWARE TO HIT AT LEAST 50 % IN HER 1ST MONTH

1/1

Actions Needed to enhance employee's capabilities and hone potentials.

TRAINING

Type	Target Date	Objective	Expected Outcome

Employee's Comment

Superior's Recommendation as to Level, Salary or Position:

() With Salary Adjustment () Without Salary Adjustment Promoted to: _____

Justify Recommendation:

Employee :

S
This review has been discussed
With me.

Supervisor:

Department Head:

John Trajico

John Trajico
John Bryan A. Trajico • 100 CUSTOMERS
Sales FM Mgmt Asst.

(DO NOT DISCUSS "SALARY" PORTION WITHOUT PAN ATTACHMENT)
This appraisal must be returned to HRD.

ATTENDANCE SUMMARY OF IRA, RENELYN
(PM- IMPERIAL BANATE & BAROTAC)
IS OF OCTOBER 2025

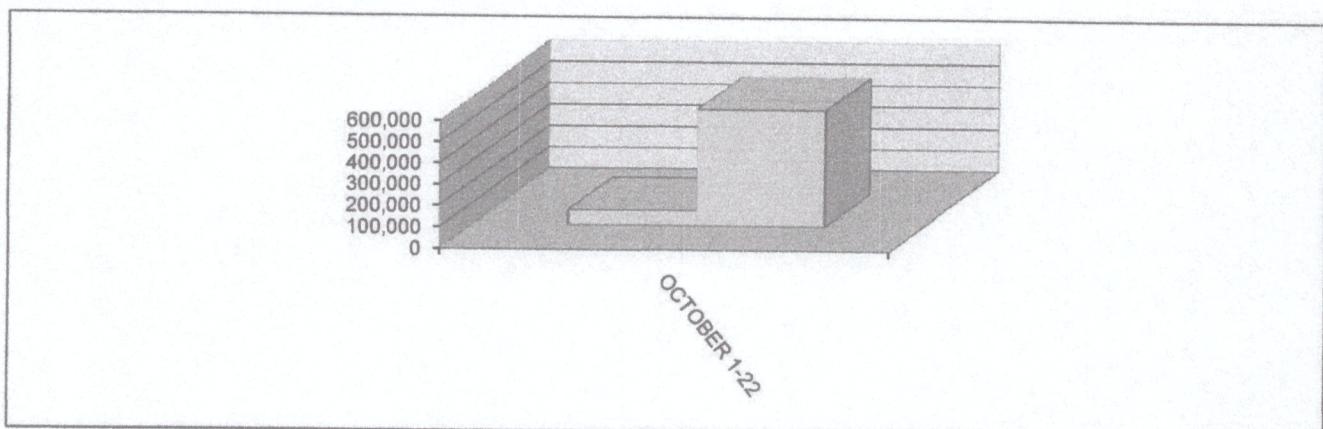
ABSENCES	OCOTBER	NO DTR

TARDINESS	OCOTBER	NO DTR

prepared by:


KEIZEL ANNE TABAGAN
IR TIMEKEEPING

BRANCH PERFORMANCE: IMPERIAL APP BANATE AND BAROTAC NUEVO



SALES HISTORY

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER 1-22	2025	71,685	550,000	13%	
TOTAL		71,685	550,000	13%	Ira, Renelyn
AVERAGE		71,685	550,000	13%	October 01, 2025

PREPARED BY:

Jake Bryan Trajeco
Jake Bryan Trajeco
Sales PM Management Assistant