

# KOLIN PHILIPPINES INT'L INC.

## Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: <i>Sales</i>	Section: <i>n/a</i>	Date:
Name: <i>Rendyn D. Ira</i>	Position Title: <i>PM - Imperial Banate &amp; Baro-fac Nuevo</i>	
Job Grade: <i>Rank &amp; File</i>	Date Started in the Position: <i>9-24-25</i>	
Evaluating Supervisor: <i>Raymond Demoral</i>	Title: <i>AO</i>	

DATE OF EVALUATION: <i>11-1-25 (1st month evaluation)</i>
DATE OF LAST EVALUATION: <i>n/a</i>
DATE HIRED: <i>10-1-25</i>

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



		1	2	3	4	5
<b>ATTITUDE</b>	<p><i>a. Attitude Towards Work</i></p> <p><input checked="" type="checkbox"/> Compliance to Dealer's Rules &amp; Regulations</p> <p><input checked="" type="checkbox"/> Shows enthusiasm in doing tasks specified in the Job Description and any task assigned thereof by immediate supervisor</p> <p><input checked="" type="checkbox"/> Willingness to learn and initiative to do the job well and improved skills.</p>				✓	
	<p><i>b. Attitude Towards Co-Workers and Superiors</i></p> <p><input checked="" type="checkbox"/> Respectful, hardworking and courteous</p> <p><input checked="" type="checkbox"/> No Arrogance during work related disagreements</p> <p><input checked="" type="checkbox"/> Not Argumentative</p> <p><input checked="" type="checkbox"/> Not Troublesome</p> <p><input checked="" type="checkbox"/> Does not spread malicious gossips</p> <p><b>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.</b></p> <p>10% of the total weight</p>				✓	
<b>ATTENDANCE</b>	<p><i>a. Number of lates and absences in one payroll period for Monthly Appraisal</i></p> <p>None - Rating of 5</p> <p>1 late, 1 absent - Rating of 4</p> <p>2 times tardy and/or 2 absences - Rating of 3</p> <p>3-5 times tardy and/or 3 absences - Rating of 2</p> <p>more than 5 times tardy and/or absent - Rating of 1</p>				✓	
	<p><i>b. Number of lates and absences for Annual Appraisal</i></p> <p>None - Rating of 5</p> <p>6 times tardy and 4 absences - Rating of 4</p> <p>8 times tardy and 6 absences - Rating of 3</p> <p>12 times tardy and 12 absences - Rating of 2</p> <p>more than 12 times tardy and 12 absences - Rating of 1</p> <p><b>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.</b></p> <p>10% of the total weight</p>					

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 ABLE TO HIT AT LEAST 50% ON  
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: 

This review has been discussed  
with me.

Supervisor: 

Department Head: \_\_\_\_\_

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

  
Jake Bryan A. Trajeco • HD CUSTOMERS  
Sales PM Mgmt Asst.



ATTENDANCE SUMMARY OF IRA, RENELYN  
PM-IMPERIAL BANATE & BAROTAC)  
S OF OCOTBER 2025

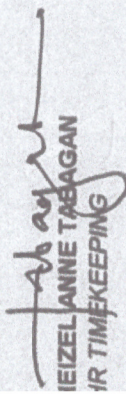
ABSENCES

OCOTBER
NO DTR

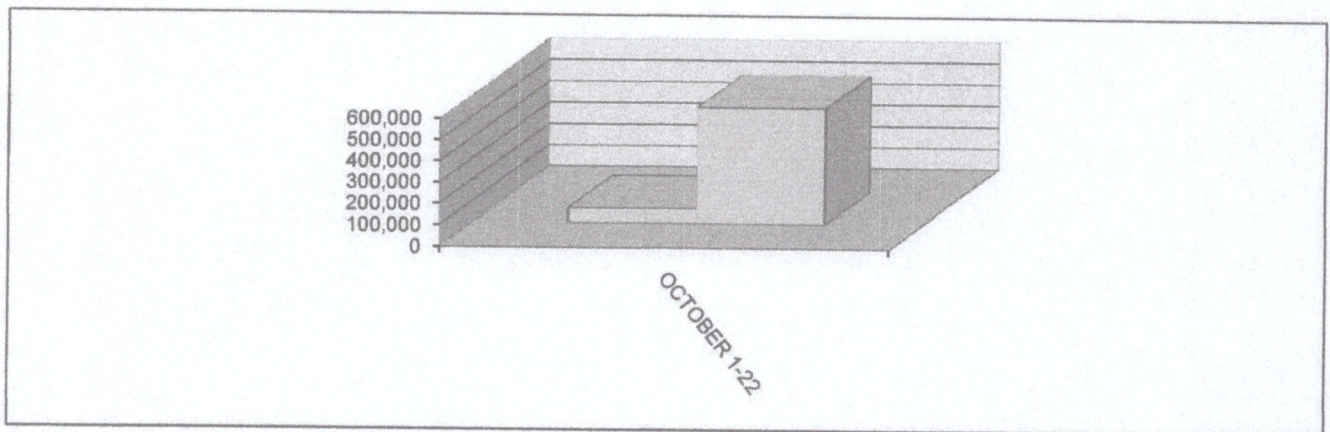
TARDINESS

OCOTBER
NO DTR

Prepared by:

  
JEIZEL 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%	Ira, Renelyn
<b>TOTAL</b>		<b>71,685</b>	<b>550,000</b>	<b>13%</b>	
<b>AVERAGE</b>		<b>71,685</b>	<b>550,000</b>	<b>13%</b>	October 01, 2025

PREPARED BY:

*J. Trajeco 10/22*  
**Jake Bryan Trajeco**  
Sales PM Management Assistant