

To : SIMBAHAN, JUAN JR. - IMPERIAL APP GAPAN
Date : September 20, 2025
Subject : 3 months Performance Evaluation
Reference No. : SAL-PMMM-25-9- 090
Cc : AO, HRD, PMMM, FILE

Good Day!

This memo serves as a formal notice that upon evaluating your performance for the past 3 months (June to August 2025). It reflects that you failed to hit your target for 3 consecutive months.

MONTHLY SALES PERFORMANCE

MONTH	YEAR	ACTUAL	TARGET	%
JUNE	2025	611,235	900,000	68%
JULY		480,005	800,000	60%
AUGUST		582,970	800,000	73%
TOTAL		1,674,210	2,500,000	67%

It was discussed during Product Merchandiser's Office Day meeting that one of the duties and responsibilities of Product Merchandiser is to attain the 100% monthly target. In order to attain the target, Product Merchandisers should: (JD-SAL-09)

- Ensure that our products are properly displayed and with complete marketing paraphernalia's—placement should be aligned to Marketing or based on the store requirements in order to be visible to consumers.
- Monitor the stocks availability in order to prevent lost sales and coordinate to respective Account Officer if there should be a need to increase store stocks or additional SKUs.

In line with this, consistent failure to attain the monthly target, fall under negligence of duty and responsibility. We are requiring you to submit an explanation regarding this matter within 3 working days upon received of this memo.

Please be advised that any continued failure to meet your monthly target in the upcoming months will result to an Incident Report, classifying this as Negligence of Duty under section 8 of Code of Discipline. The following disciplinary sanction will be applied:

- **1st Offense:** Final Warning
- **2nd Offense:** 10 days suspension
- **3rd Offense:** 15 days suspension
- **4th Offense:** 30 days suspension
- **5th Offense:** Dismissal

Note: Next issuance will be based on your September-November 2025 sales performance.

We expect a prompt and responsible response to this serious matter and an immediate improvement in your performance. We are committed to support you, but we also require adherence to job responsibilities and performance expectations.

For any questions, don't hesitate to reach the undersigned thru messenger under Kolin Sales Jake or at 0917-816-1175.

Thank you.

Prepared by:

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Noted by:

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Noted by:

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Approved by:

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Mr. Christopher Keith Sarmiento
AVP-SALES

Conforme:

(PM Signature)