

# KOLIN PHILIPPINES INT'L INC.

Human Resources Department

## PERFORMANCE APPRAISAL FORM Product Merchandisers

### EMPLOYEE INFORMATION

Employee Name:	Calcetas, Jamhel Rose	Evaluator Name:	Raymond Doromal
Employee Position:	PM – Imperial Sta. Cruz	Reviewer's Title:	Sr. Account Officer
Department:	Sales	Evaluation Date:	12.02.2025 (3 <sup>rd</sup> eval)
Date Hired:	09.02.2025	Evaluation Period:	Nov. 02 – Dec. 01, 2025
DOCUMENTS ATTACHED:	Attendance Record	Disciplinary Action	Previous PAF

### OVERALL VIEW OF PERFORMANCE

SCORE	SCORE RANGE	DESCRIPTION	GUIDE
5	4.50 – 5.00	EXCELLENT	Consistently exceeds all requirements with exceptional quality
4	3.50 – 4.49	VERY GOOD	Exceeds requirements and delivers high-quality results
3	2.50 – 3.49	QUALIFIED	Meets job requirements and expectations consistently
2	1.50 – 2.49	NEEDS IMPROVEMENT	Performance is below expectations in some areas
1	1.00 – 1.49	NOT ACCEPTABLE	Performance is significantly below expectations

**FINAL RATING:**

<b>TREND ANALYSIS:</b>	Declining	Stable	Improving
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### PERFORMANCE EVALUATION

Criteria	Sub Criteria	Proficiency Level	Score	Comment	
<b>QUALITY OF WORK</b>	<i>A. Accuracy and Timeliness – Measures the employee's ability to complete work correctly and within expected timeframes. Note: 8% of the total weight</i>		0.40		
	<i>Guide:</i>	<i>Score:</i>			
	Consistently delivers accurate and timely work	5	3	5	LOW SALES PERFORMANCE HAS ONLY 15% YTD PERFORMANCE.
	Regularly delivers accurate and timely results	4			
	Meets accuracy and timeliness expectations	3			
	Occasionally inaccurate or late	2			
Frequently inaccurate or late	1				
<i>B. Productivity – Evaluates the employee's output in relation to assigned tasks, goals, and deadlines, considering both the quantity and efficiency of work produced. Note: 45% of the total weight</i>		0.45			
<i>Guide:</i>	<i>Score:</i>				
Sales performance is 100% and above	5	4	1	LOW SALES PERFORMANCE HAS ONLY 15% YTD PERFORMANCE.	
Sales performance is 90% - 99%	4				
Sales performance is 80% - 89%	3				
Sales performance is 70% - 79%	2				
Sales performance is below 69%	1				
<i>Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. Note: 7% of the total weight</i>		0.35			
<i>Guide:</i>	<i>Score:</i>				
Consistently exceeds compliance	5	3	5		
Regularly exceeds compliance requirements	4				
Meets all compliance requirements	3				
Inconsistent adherence	2				
Frequently non-compliant	1				

<b>ATTITUDE</b>	<p>A. Adaptability – Evaluates the employee's ability to adjust to changes in work demands, priorities, processes, or environments while maintaining effectiveness and professionalism. <b>Note: 6% of the total weight</b></p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Quickly adapts to changes and handles challenges with ease</td><td>5</td></tr> <tr> <td>Adjusts well to changes with minimal difficulty</td><td>4</td></tr> <tr> <td>Adapts to changes and new demands as required</td><td>3</td></tr> <tr> <td>Struggles to adjust to change or new priorities</td><td>2</td></tr> <tr> <td>Resists change and has difficulty adapting</td><td>1</td></tr> </tbody> </table>				Guide:	Score:	Quickly adapts to changes and handles challenges with ease	5	Adjusts well to changes with minimal difficulty	4	Adapts to changes and new demands as required	3	Struggles to adjust to change or new priorities	2	Resists change and has difficulty adapting	1	4	<i>Good attitude</i>																					
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<p>B. Cooperative – Assesses the employee's willingness to work collaboratively with others, show respect, and contribute to a positive and team-oriented work environment. <b>Note: 6% of the total weight</b></p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Consistently promotes teamwork and collaboration</td><td>5</td></tr> <tr> <td>Works well with others and supports team goals</td><td>4</td></tr> <tr> <td>Cooperates with coworkers as expected</td><td>3</td></tr> <tr> <td>Occasionally uncooperative or disengaged</td><td>2</td></tr> <tr> <td>Frequently uncooperative or disrupts teamwork</td><td>1</td></tr> </tbody> </table>						Guide:	Score:	Consistently promotes teamwork and collaboration	5	Works well with others and supports team goals	4	Cooperates with coworkers as expected	3	Occasionally uncooperative or disengaged	2	Frequently uncooperative or disrupts teamwork	1																						
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<p>C. Dependability – Evaluates the employee's reliability in completing tasks, meeting deadlines, being present when needed, and following through on commitments with minimal supervision. <b>Note: 8% of the total weight</b></p> <table border="1"> <thead> <tr> <th>Guide:</th><th>Score:</th></tr> </thead> <tbody> <tr> <td>Always reliable and consistently delivers on commitments</td><td>5</td></tr> <tr> <td>Dependable and follows through with minimal supervision</td><td>4</td></tr> <tr> <td>Generally reliable and meets expectations</td><td>3</td></tr> <tr> <td>Sometimes unreliable or misses commitments</td><td>2</td></tr> <tr> <td>Frequently unreliable and lacks follow-through</td><td>1</td></tr> </tbody> </table>						Guide:	Score:	Always reliable and consistently delivers on commitments	5	Dependable and follows through with minimal supervision	4	Generally reliable and meets expectations	3	Sometimes unreliable or misses commitments	2	Frequently unreliable and lacks follow-through	1																						
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<p>B. Absenteeism – Assesses the employee's reliability in maintaining regular attendance, minimizing unplanned absences, and being present when needed to support team operations and workload continuity. <b>Note: 10% of the total weight</b></p> <table border="1"> <thead> <tr> <th colspan="2">Monthly</th><th colspan="2">Annual</th><th rowspan="2">Score:</th></tr> <tr> <th>M-F</th><th>M-S</th><th>M-F</th><th>M-S</th></tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>5</td></tr> <tr> <td>1</td><td>1</td><td>1-5</td><td>1-6</td><td>4</td></tr> <tr> <td>2</td><td>2</td><td>6-10</td><td>7-12</td><td>3</td></tr> <tr> <td>3</td><td>3</td><td>11-15</td><td>13-18</td><td>2</td></tr> <tr> <td>≥ 4</td><td>≥ 4</td><td>≥ 16</td><td>≥ 19</td><td>1</td></tr> </tbody> </table>						Monthly		Annual		Score:	M-F	M-S	M-F	M-S	0	0	0	0	5	1	1	1-5	1-6	4	2	2	6-10	7-12	3	3	3	11-15	13-18	2	≥ 4	≥ 4	≥ 16	≥ 19	1
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Submits Deliverables on time

Area/s that needs improvement (Personal characteristics, knowledge, aptitudes and abilities)

Improve on show-out & Attendance

### PERFORMANCE IMPROVEMENT PLAN

Required if any criterion is 2 points below the required standard or if the overall score fails to meet expectations

AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT
Show-out	Monitoring	December 2015
Attendance	Coaching	

Evaluator's recommendation on employee's level, salary, position, and employment status. (check all that apply)

Regularization	Merit Increase	Lateral Transfer
Extend Evaluation Period	Promotion	Revert to Previous Position
Termination	Retention / No Change	Confirm Promotion / Transfer

### ACKNOWLEDGMENT

The evaluator and the employee acknowledge, through their signatures that the performance evaluation results and feedback were discussed, including any required coaching, mentoring, or performance improvement plans, and that there is mutual understanding of the agreed-upon next steps and timelines.

EVALUATOR	EMPLOYEE	DEPARTMENT HEAD
RAYMOND CHARLES DODDIE	Calatay	

PIA CONCERN

\* LIMITED STOCKS ON SPLIT TYPE

B UNITS ONLY CAUSING OF LOSS SALES.

HRD-PAF-PM-04-112625

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KOLIN PHIL. INT'L. INC.  
ATTENDANCE SUMMARY OF CALCETAS, JAMHEL ROSE  
(PM- IMPERIAL STA CRUZ)  
AS OF SEPT TO NOV 15, 2025

ABSENCES

SEPTEMBER	OCTOBER	NOVEMBER
NONE	10/4- 1A	NONE
	10/25- 1A	

TARDINESS

SEPTEMBER	OCTOBER	NOVEMBER
NONE	NONE	NONE

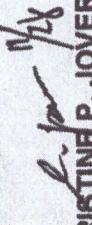
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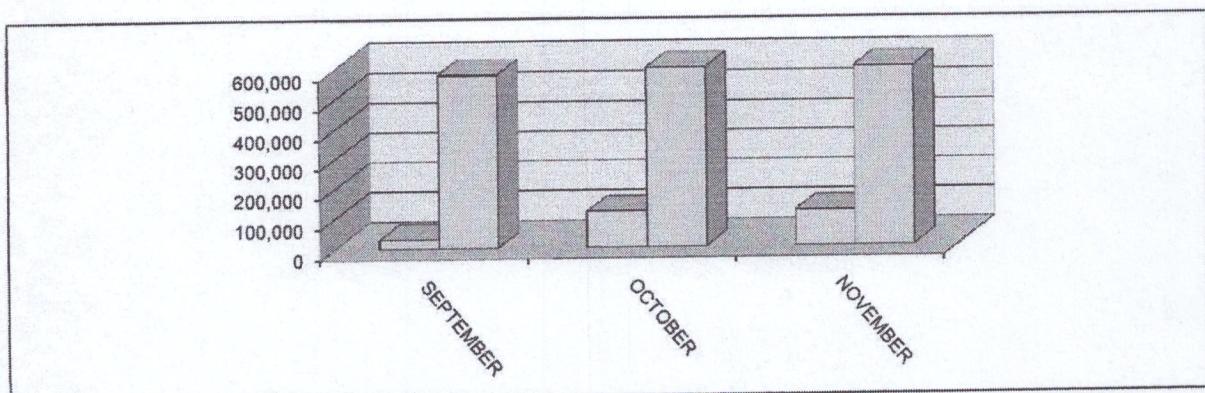
JOANA TRISHA ANGELA M. RED  
HR TIMEKEEPING

KOLIN PHIL. INT'L INC.  
DISCIPLINARY ACTION OF CALCETAS, JAMHEL ROSE N.

Date	Infraction/Violation	Action Taken

Prepared by:

  
CHRISTINE P. JOVERO  
HR EMPLOYEE RELATIONS

**BRANCH PERFORMANCE:****IMPERIAL APP STA. CRUZ****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
SEPTEMBER	2025	28,995	580,000	5%	Calctas, Jamhel Rose
OCTOBER		118,085	600,000	20%	
NOVEMBER		116,975	600,000	19%	
<b>TOTAL</b>		<b>264,055</b>	<b>1,780,000</b>	<b>15%</b>	
<b>AVERAGE</b>		<b>88,018</b>	<b>593,333</b>	<b>15%</b>	September 02, 2025

PREPARED BY:

*J Bryan 12/01*  
**Jake Bryan Trajeco**  
Sales PM Management Assistant