

# KOLIN PHILIPPINES INT'L INC.

Human Resources Department

## PERFORMANCE APPRAISAL FORM

Product Merchandisers

### EMPLOYEE INFORMATION

Employee Name:	FERRERAS, JOHN CARLO B.		Evaluator Name:	RAYMOND DOROMAL
Employee Position:	PM – IMPERIAL ROSARIO BATANGAS		Reviewer's Title:	SR. ACCOUNT OFFICER
Department:	SALES		Evaluation Date:	12.1.2025 (2 <sup>ND</sup> EVAL.)
Date Hired:	10.1.2025		Evaluation Period:	NOV. 1 – NOV 30, 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:

TREND ANALYSIS: Declining      Stable      Improving

### PERFORMANCE EVALUATION

Criteria	Sub Criteria	Proficiency Level	Score	Comment																								
QUALITY OF WORK	<p>A. Accuracy and Timeliness – Measures the employee's ability to complete work correctly and within expected timeframes. <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>Consistently delivers accurate and timely work</td> <td>5</td> </tr> <tr> <td>Regularly delivers accurate and timely results</td> <td>4</td> </tr> <tr> <td>Meets accuracy and timeliness expectations</td> <td>3</td> </tr> <tr> <td>Occasionally inaccurate or late</td> <td>2</td> </tr> <tr> <td>Frequently inaccurate or late</td> <td>1</td> </tr> </tbody> </table> <p>B. Productivity – Evaluates the employee's output in relation to assigned tasks, goals, and deadlines, considering both the quantity and efficiency of work produced. <b>Note: 45% of the total weight</b></p> <table border="1"> <thead> <tr> <th>Guide:</th> <th>Score:</th> </tr> </thead> <tbody> <tr> <td>Sales performance is 100% and above</td> <td>5</td> </tr> <tr> <td>Sales performance is 90% - 99%</td> <td>4</td> </tr> <tr> <td>Sales performance is 80% - 89%</td> <td>3</td> </tr> <tr> <td>Sales performance is 70% - 79%</td> <td>2</td> </tr> <tr> <td>Sales performance is below 69%</td> <td>1</td> </tr> </tbody> </table>	Guide:	Score:	Consistently delivers accurate and timely work	5	Regularly delivers accurate and timely results	4	Meets accuracy and timeliness expectations	3	Occasionally inaccurate or late	2	Frequently inaccurate or late	1	Guide:	Score:	Sales performance is 100% and above	5	Sales performance is 90% - 99%	4	Sales performance is 80% - 89%	3	Sales performance is 70% - 79%	2	Sales performance is below 69%	1	3	0.4	
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COMPLIANCE	<p>Adherence to policy and procedure – Assesses the employee's consistency in following company policies, procedures, and applicable requirements in daily work. <b>Note: 7% of the total weight</b></p> <table border="1"> <thead> <tr> <th>Guide:</th> <th>Score:</th> </tr> </thead> <tbody> <tr> <td>Consistently exceeds compliance</td> <td>5</td> </tr> <tr> <td>Regularly exceeds compliance requirements</td> <td>4</td> </tr> <tr> <td>Meets all compliance requirements</td> <td>3</td> </tr> <tr> <td>Inconsistent adherence</td> <td>2</td> </tr> <tr> <td>Frequently non-compliant</td> <td>1</td> </tr> </tbody> </table>	Guide:	Score:	Consistently exceeds compliance	5	Regularly exceeds compliance requirements	4	Meets all compliance requirements	3	Inconsistent adherence	2	Frequently non-compliant	1	4	0.45	LOW SALES PERFORMANCE HAS ONLY 40% YTD PERFORMANCE												
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<b>ATTITUDE</b>	<p><b>A. Adaptability</b> – 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><b>Guide:</b></th><th><b>Score:</b></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>	<b>Guide:</b>	<b>Score:</b>	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	<span style="font-size: 2em;">4</span>																												
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Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

Good Attendance

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

Improver on Show-out

### PERFORMANCE IMPROVEMENT PLAN

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

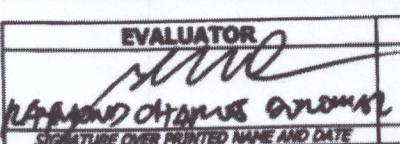
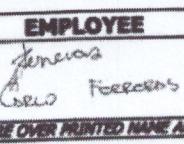
AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT
Cell - Bat	MONITORING COACHING	DEC 2025

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 O. GARCIA SIGNATURE OVER PRINTED NAME AND DATE	 GENEVA C. GARCIA SIGNATURE OVER PRINTED NAME AND DATE	

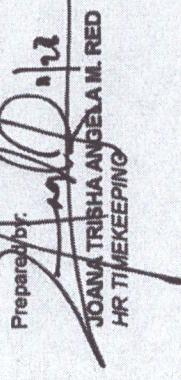
DM CONCERN

KOLIN PHIL. INT'L INC.  
ATTENDANCE SUMMARY OF FERRERAS, JOHN CARLO  
(PN. IMPERIAL ROSARIO BATANGAS)  
AS OF OCT TO NOV 15, 2025

ABSENCES	OCTOBER	NOVEMBER
	NONE	NONE

TARDINESS	OCTOBER	NOVEMBER
	NONE	NONE

Prepared by:

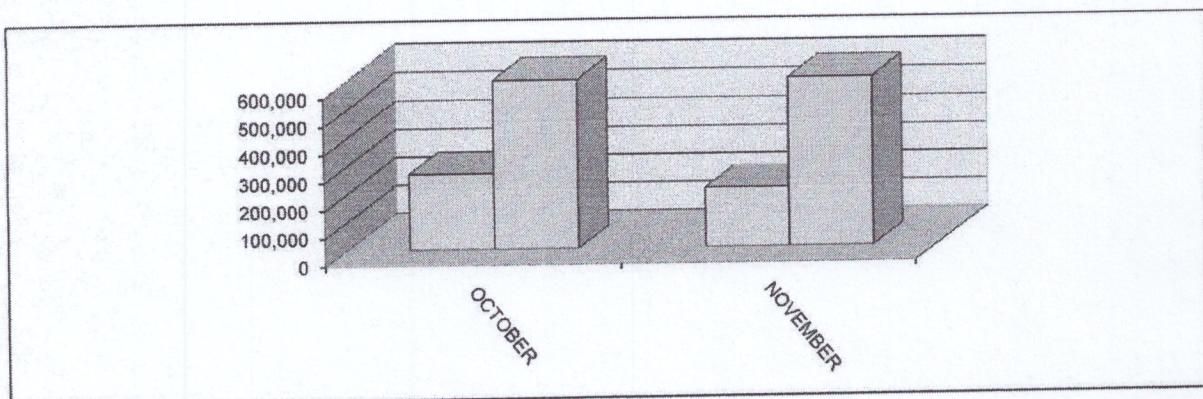
  
JOANA TRISHA ANGEL M. RED  
HR TIMEKEEPING

KOLIN PHIL. INT'L INC.  
DISCIPLINARY ACTION OF FERRERAS, JOHN CARLO B.

Date	Violation	Action Taken

Prepared by:

  
CHRISTOPHER P. JOVERO  
HR EMPLOYEE RELATIONS

**BRANCH PERFORMANCE:****IMPERIAL APP ROSARIO BATANGAS****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
OCTOBER	2025	272,055	600,000	45%	Ferreras, John Carlo B.
NOVEMBER		211,970	600,000	35%	
<b>TOTAL</b>		<b>484,025</b>	<b>1,200,000</b>	<b>40%</b>	
<b>AVERAGE</b>		<b>242,013</b>	<b>600,000</b>	<b>40%</b>	October 01, 2025

**PREPARED BY:**

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