

**KOLIN PHILIPPINES INT'L INC.**  
Human Resources Department

**PERFORMANCE APPRAISAL FORM**  
*Product Merchandisers*

**EMPLOYEE INFORMATION**

<b>Employee Name:</b>	<b>Quezon, Lee James Irwin B.</b>	<b>Evaluator Name:</b>	<b>Raymond Doromal</b>
<b>Employee Position:</b>	<b>PM – Imperial Talibon</b>	<b>Reviewer's Title:</b>	<b>Sr. Account Officer</b>
<b>Department:</b>	<b>Sales</b>	<b>Evaluation Date:</b>	<b>12.11.2025 (4<sup>th</sup> eval)</b>
<b>Date Hired:</b>	<b>08.11.2025</b>	<b>Evaluation Period:</b>	<b>Nov. 11 – Dec 10, 2025</b>
<b>DOCUMENTS ATTACHED:</b>	Attendance Record	Disciplinary Action	Previous PAF

**OVERALL VIEW OF PERFORMANCE**

<b>SCORE</b>	<b>SCORE RANGE</b>	<b>DESCRIPTION</b>	<b>GUIDE</b>
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

<b>FINAL RATING:</b>	
<b>TREND ANALYSIS:</b>	Declining      Stable      Improving

**PERFORMANCE EVALUATION**

Criteria	Sub Criteria	Proficiency Level	Score	Comment
QUALITY OF WORK	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>		0.24	LOW SALES PERFORMANCE HAS ONLY 30% YTD PERFORMANCE.
	Guide:	Score:	3	
	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		
	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>		0.45	
	Guide:	Score:	4	
	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		
COMPLIANCE	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>		0.28	
	Guide:	Score:	3	
	Consistently exceeds compliance	5		
	Regularly exceeds compliance requirements	4		
	Meets all compliance requirements	3		
	Inconsistent adherence	2		
	Frequently non-compliant	1		



<b>ATTITUDE</b>	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>					4			
	<b>Guide:</b>		<b>Score:</b>		3				
	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						
	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>					4	HE EASY TO WORK WITH		
	<b>Guide:</b>		<b>Score:</b>		3				
	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						
	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>					4			
	<b>Guide:</b>		<b>Score:</b>		3				
	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							
<b>ATTENDANCE</b>	A. Punctuality – Evaluates the employee's consistency in arriving on time for work and meetings, demonstrating respect for schedules and ensuring timely participation without causing delays. <b>Note: 10% of the total weight</b>					0.50			
	<b>Guide:</b> check # of late arrivals				3				
	<b>Monthly</b>		<b>Annual</b>					<b>Score:</b>	
	<b>M – F</b>	<b>M – S</b>	<b>M – F</b>	<b>M – S</b>					
	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
	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>								0.40
	<b>Guide:</b> check # of absences					3			
	<b>Monthly</b>		<b>Annual</b>		<b>Score:</b>				
	<b>M – F</b>	<b>M – S</b>	<b>M – F</b>	<b>M – S</b>					
	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		



Employee strong points (Personal characteristics, knowledge, aptitudes and abilities)

GOOD ATTITUDE & HARD WORKING

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

(son-out) SHOULD GIVE MORE ATTENTION TO HIS SON-OUT

### PERFORMANCE IMPROVEMENT PLAN

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

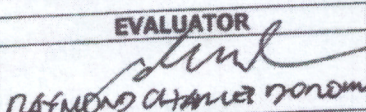

AREA(S) NEEDING IMPROVEMENT	AGREED ACTIONS / TRAINING NEEDED	TARGET DATE FOR IMPROVEMENT
son-out	CONTINUOUS COACHING & MENTORING	

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

<input type="checkbox"/> Regularization	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Lateral Transfer
<input checked="" type="checkbox"/> Extend Evaluation Period	<input type="checkbox"/> Promotion	<input type="checkbox"/> Revert to Previous Position
<input type="checkbox"/> Termination	<input type="checkbox"/> Retention / No Change	<input type="checkbox"/> 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
 RAYMENDO ANANIO DOMINICAN SIGNATURE OVER PRINTED NAME AND DATE	 LEE JAMES IRWIN QUEZON SIGNATURE OVER PRINTED NAME AND DATE	  SIGNATURE OVER PRINTED NAME AND DATE

PM CONCERN

\* LOW WALK IN MOREON INQUIRIES.

\* LOSS CASES IN STORE DUE TO CARRAVAN/FLYERING.

HRD-PAF-PM-04-112625

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ATTENDANCE SUMMARY OF QUEZON, LEE JAMES IRWIN  
 (PM- IMPERIAL TALIBON)  
 AS OF AUGUST TO NOVEMBER 15, 2025

ABSENCES

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
8/22-23- 2A	9/18- 1A	10/9- 1A	11/5- 1A
8/26- 0.5A		10/23- 1A	

TARDINESS

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
NONE	NONE	NONE	NONE

Prepared by:

 11/28  
 HEIZE ANNE TABAGAN  
 HR TIMEKEEPING



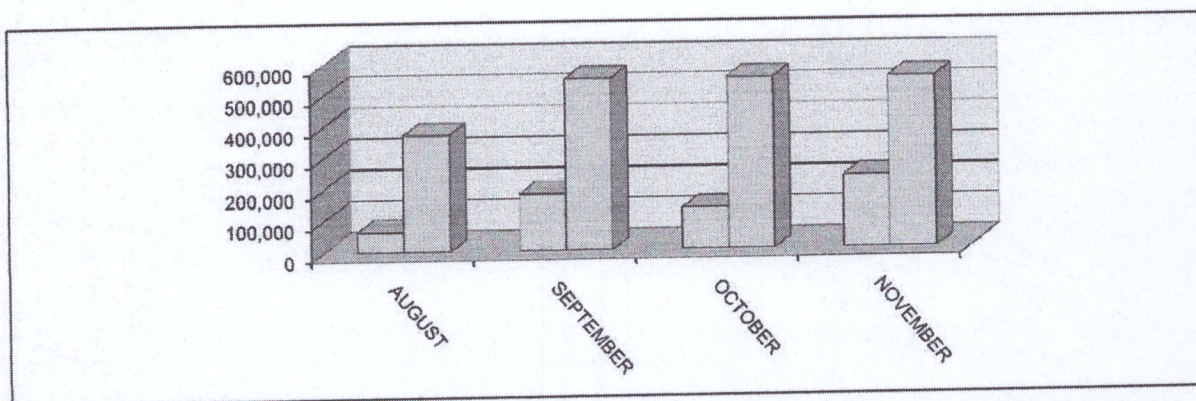
KOLIN PHIL. INT'L INC.  
DISCIPLINARY ACTION OF QUEZON, LEE JAMES IRWIN B

Date	Infraction/Violation	Action Taken

Prepared by:

*L. Jovero* 11/17/18  
CHRISTINE P. JOVERO  
HR EMPLOYEE RELATIONS



**BRANCH PERFORMANCE:****IMPERIAL TALIBON****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
AUGUST	2025	63,875	372,580	17%	Quezon, Lee James Irwin
SEPTEMBER		181,455	550,000	33%	
OCTOBER		132,755	550,000	24%	
NOVEMBER		232,145	550,000	42%	
<b>TOTAL</b>		<b>610,230</b>	<b>2,022,580</b>	<b>30%</b>	August 11, 2025
<b>AVERAGE</b>		<b>152,558</b>	<b>505,645</b>	<b>30%</b>	

PREPARED BY:

*J. Trajeco***Jake Bryan Trajeco****Sales PM Management Assistant**