

KOLIN PHILIPPINES INT'L INC.

Human Resources Department PERFORMANCE APPRAISAL FORM (Product Merchandiser)

Department: <u>sales</u>	Section: <u>P/N</u>	Date: <u>9/3/25</u>
Name: <u>Lumen, Kim</u>	Position Title: <u>PM- Imperial Tagum um</u>	
Job Grade: <u>R & F</u>	Date Started in the Position: <u>8-17-25</u>	
Evaluating Supervisor: <u>Raymond Doremal</u>	Title: <u>Sr M.O</u>	

DATE OF EVALUATION :	<u>9-17-25 (7th month eval)</u>
DATE OF LAST EVALUATION :	<u>8-17-25</u>
DATE HIRED :	<u>2-17-25</u>

OVERALL VIEW OF PERFORMANCE

RATING	RANGE	DESCRIPTION
1	1-3	NOT ACCEPTABLE
2	4-6	NEEDS IMPROVEMENT
3	7-9	FAIRLY QUALIFIED
4	10-12	VERY GOOD
5	13-15	EXCELLENT

FINAL RATING :

TREND ANALYSIS:

DECLINING	STABLE	IMPROVING
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	1	2	3	4	5
QUALITY OF WORK <i>Extent of Conformity to Immediate Superior/Department Requirements/Internal Customers. Timely Submission of Sales Reports. Extent of Accuracy and Precision of reports.</i> <i>Submission on set deadline - rating of 5</i> <i>Submission after 1 day on set deadline - rating of 4</i> <i>Submission after 2 days on set deadline - rating of 3</i> <i>Submission after 3 days on set deadline - rating of 2</i> <i>More than 3 days - rating of 1</i> <i>Percent of Accomplishment of Assigned Task & Agreed Targets:</i> <i>Actual Sales vs. Targets</i> 95% and 100% = 5 83% - 88% = 3 89% - 94 % = 4 77% - 82% = 2 Below -76% = 1 <i>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.</i>				✓	

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

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

trying his best to improve his performance

Employee's weakest point (need improvement in current position and how this can be accomplished)

improve work on self-act

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: _____

3 months Extension

Justify Recommendation:

Employee:

[Signature]

This review has been discussed
With me.

Supervisor:

[Signature]

Department Head:

(DO NOT DISCUSS "SALARY" PORTION WITHOUT PAM ATTACHMENT)

This appraisal must be returned to HRD.

[Signature]
Jale Bryan A. Trajeco
Jr. Sales PM Mgmt Asst.

KOLIN PHIL. INT'L INC.
ATTENDANCE SUMMARY OF LUMEN, KIM
(PM- IMPERIAL TAGUM)
AS OF FEBRUARY TO AUGUST 15, 2025

ABSENCES

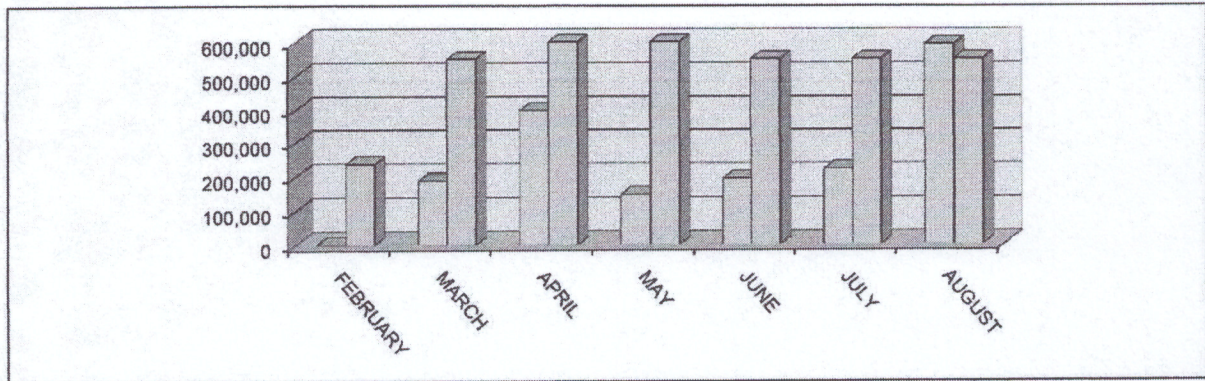
FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
NONE	3/7 - 1A	NONE	NONE	NONE	NONE	8/11 - 1A

TARDINESS

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
NONE	NONE	NONE	NONE	NONE	NONE	NONE

Prepared by:


HEIZEL ANNE TABAGAN
HR/TIMEKEEPING

BRANCH PERFORMANCE:**IMPERIAL APP TAGUM 1****SALES HISTORY**

MONTH	YEAR	ACTUAL	TARGET	%	PM ASSIGNED
FEBRUARY	2025	0	235,714	0%	Lumen, Kim
MARCH		186,960	550,000	34%	
APRIL		397,930	600,000	66%	
MAY		147,665	600,000	25%	
JUNE		192,255	550,000	35%	
JULY		221,440	550,000	40%	
AUGUST		592,430	550,000	108%	
TOTAL		1,738,680	3,635,714	48%	February 17, 2025
AVERAGE		248,383	519,388	48%	

PREPARED BY:

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