



Name of Ratee: ARTAY M. GARRIDO

Kindly rate the applicants' potential based on your assessment on his/her current job using the scale below:

1 – Poor 2 – Unsatisfactory 3 – Satisfactory 4 – Very Satisfactory 5 – Outstanding

POTENTIAL ASSESSMENT QUESTIONNAIRE	Point/Score (PLEASE ENCIRCLE)				
I. HUMAN RELATIONS					
1. Ability to adopt/adjust to the organization					
1.1 Is he able to adjust to the variety of personalities, rank and informal groups present in the organization?	1	2	3	4	5
1.2 Does he internalize/work changes with ease and vigor?	1	2	3	4	5
2. Ability to Relate to Superiors					
2.1 How well does he respond to your request, demands and expectations?	1	2	3	4	5
2.2 Does he appraise you of the significant problems in his work, their causes and appropriate steps to be taken to correct them?	1	2	3	4	5
2.3 In the face of differences in behavior between him and you can he maintain his individual point of view?	1	2	3	4	5
3. Ability to Interface with Peers					
3.1 Does he have the respect and acceptance of his peers?	1	2	3	4	5
3.2 Does he try to help his peers in clarifying points they are trying to resolve?	1	2	3	4	5
4. Ability to Deal with the Clientele/Public					
4.1 Is he always cordial and respectful in dealing with transacting public?	1	2	3	4	5
4.2 Does he/she show enthusiasm in providing the clients public to necessary advice and assistance they sought for?	1	2	3	4	5
II. LEADERSHIP					
1. Is he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?	1	2	3	4	5
2. Can he/she influence your thinking attitude and behavior and that of his/her peers?	1	2	3	4	5
3. When assigned with ad hoc external groups, does he lead the members to do willingly the assigned tasks?	1	2	3	4	5
4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members?	1	2	3	4	5
III. PERSONAL QUALIFICATIONS AND ATTRIBUTES					
1. Integrity and Innovativeness					
1.1 Is he intellectually critical of existing standards, systems and policies?	1	2	3	4	5
1.2 Does he take the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?	1	2	3	4	5
2. Stress Tolerance					
2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict etc.?	1	2	3	4	5
2.2 Is he able to control and handle his anger and negative emotions?	1	2	3	4	5
2.3 Does he/she accept criticism objectively whether from his subordinates, peer or superiors?	1	2	3	4	5
2.4 When you seek help from his/her in solving problems does he submit considered analysis of alternatives and recommend suggestions for solutions?	1	2	3	4	5
2.5 When he/she need to make a decision is immediate is he/she able to act quickly and make the best decision possible?	1	2	3	4	5
IV. WRITTEN EXAMINATION OR EQUIVALENT TEST (To be accomplished by concerned Division/Regional Office)					

TOTAL POINTS SCORE	94
NUMERICAL SCORE	190

Signature over Printed Name of Ratee: REYNOLDO P. DISTRAND, DVM.
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