

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 ☎ (632) 831-2201 to 09 ext. 218 📠 (632) 831-1368, 832-3965
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number: 2025-0001-EPA	JO Date 01/03/2025	PAGE 1/4
PR No.: 2025-0001-EPA	PR Date: 11/18/2024	

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS INC.**
 ADDRESS U502 OMM CITRA BLDG., SAN MIGUEL AVENUE, ORTIGAS
CENTER, PASIG CITY
 MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY _____
 DATE OF DELIVERY _____

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR CY 2025 I. SCOPE The scope of the Service of the Psychological Appraisal Firm will be as follows: a. Provide psychological testing, educational assessment, and test development and validation services. b. Provide assessment services and testing based on standardized tests with updated norms. c. Assess the candidates/applicants for hiring and promotion through psychological appraisal. d. Conduct the full battery of test on their own testing facility or through online method within three (3) days after notice from CITEM-HRMD. e. Submit a full report on the results of the Psychological Assessment. A full report from the Service Provider of all the candidates/applicants who undertook the assessment should be submitted within three (3) days after the conduct of the assessment. f. Observe confidentiality of the assessment and its result based on the Data Privacy Act of 2012. II. QUALIFICATIONS OF THE PSYCHOLOGICAL APPRAISAL FIRM ○ The firm should have licensed Psychometricians and Psychologists to engage in the use, administration, and interpretation of various psychological tests through a secured online method. ○ The firm should have its own or licensed/authorized psychological IQ & EQ test that is appropriate for evaluating competency and job	1 lot		Php256,000.00
TOTAL AMOUNT IN WORDS:			Php

This order is placed subject to the following terms and conditions:

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of 1/10 of 1% of the **TOTAL VALUE** of this ORDER for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of _____ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.
 CONFORME:
JANINA ROSE Q. CORPUZ
 HR Solutions Director
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. APC-25010722
 DATE Jan 27, 2025
 AMOUNT ₱ 256,000 -
 Funds Available:
MALERNA C. BUYAO
 Chief Controllership

Recommended by:
FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD
 Approved by:
LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

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CENTER, PASIG CITY
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fitness of applicants. The battery of tests should be appropriate to assess the traits and competencies of applicants/candidates aspiring to apply to clerical, technical, supervisory, and managerial positions. ○The firm should have sufficient and competent staff composed of assessment psychologists and psychometricians who are licensed under the Professional Regulation Commission (PRC) who have undergone formal training as well as practical experience in the administration, interpretation, integration, and communication of test results and who are capable of handling the quality and quantity appraisal requirements of CITEM. ○ The firm should be in the Assessment/Testing industry for at least five (5) years. ○The firm should use tools designed to measure the competencies (Annex I) of each job level classification and should be for exclusive use of CITEM.			

III. METHODOLOGY AND EXPECTED OUTPUTS

A. Test Battery

CLERICAL	TECHNICAL	SUPERVISORY	MANAGERIAL
Intelligence Quotient (IQ): General mental ability, clerical aptitude	Intelligence Quotient (IQ): Mental Ability, Professional aptitude, and analytical ability	Intelligence Quotient (IQ): Critical Thinking Ability (computer based) and a non-verbal test of intelligence	Intelligence Quotient (IQ): Critical Thinking Ability (computer-based) and non-verbal test of intelligence

TOTAL AMOUNT IN WORDS: _____ Phip

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.
 CONFORME:
JANINA ROSE Q. CORPUZ
 HR Solutions Director
 Name & Signature of Contractor/Supplier

 Date _____

BUR No. HOE-25010122
 DATE JAN 03, 2024
 AMOUNT ₱ 286,000 -
 Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Recommended by:

FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD
 Approved by:
LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

JOB ORDER

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 ADDRESS U502 OMM CITRA BLDG., SAN MIGUEL AVENUE, ORTIGAS
 CENTER, PASIG CITY
 MODE OF PROCUREMENT **Small Value Procurement**

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Emotional Quotient (EQ) Tests: Emotional Reasoning/ Emotional Self-control/ Emotional Self-awareness etc.	Emotional Quotient (EQ) Tests: Emotional Reasoning/ Emotional Self-control/ Emotional Self-awareness etc.	Emotional Quotient (EQ) Tests: Based on Dimensions/ Competencies required for the job	Emotional Quotient (EQ) Tests: Based on Dimensions/ Competencies required for the job
-	Competencies based on or related to: 1. Driving Export Promotion 2. Communicating and Connecting 3. Delivering Excellent Results 4. Exemplifying Professionalism and Integrity 5. Personal Effectiveness 6. Service and Solutions Orientation	Supervisory/Leadership Potential/Readiness tests (based on competencies) 1. Thinking Strategically and Creatively 2. Managing Performance and Coaching for Results 3. Building Collaborative and Inclusive Working Relations 4. Leading Change	Managerial/Leadership Potential/tests (based on competencies) 1. Thinking Strategically and Creatively 2. Managing Performance and Coaching for Results 3. Building Collaborative and Inclusive Working Relations 4. Leading Change
*See annex I for definition of competencies as part of JO			

B. Outputs

1. For Clerical Level & Technical Level

1. A report outlining the candidate's areas of strength and weakness in intellectual resources, personal adjustment, interpersonal functional, value orientation/occupational needs and aspirations/competencies, plus recommendation.
2. Summary of results must follow the required CSC matrix indicated above.

2. For Supervisory Level & Managerial Level

1. A report outlining the candidate's areas of strength and weakness in intellectual resources, personal adjustment, interpersonal functioning, value orientation/occupational needs and aspirations, plus recommendation.

TOTAL AMOUNT IN WORDS:

Php


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Very truly yours,

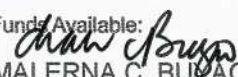
ATTY. ANNA GRACE I. MARPUR
 Department Manager, Corporate Services Dept.


BUR No. AOE-25010122
 DATE Jan 27, 2025
 AMOUNT ₱ 256,000

Recommended by:

FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD

CONFORME:

JANINA ROSE Q. CORPUZ
 HR Solutions Director
Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUAAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

Date

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2. A report outlining Supervisory/managerial capabilities/competencies based on the tests administered.
 3. Summary of results must follow the required CSC matrix indicated above.

IV. REPORT MATRIX

Psychological Assessment reports on IQ & EQ generated should be customized based on the required CSC standards such as the matrix provided below:

Mental Ability: IQ Test Result

- Superior
- Above Average
- High Average
- Average
- Low Average

Psychosocial Attributes: EQ Test Result

- Recommended
- Recommended with Reservations
- Recommended with Strong Reservations

V. DURATION

This project will be implemented within one-year period, commencing on the completion of the contract agreement between CITEM and People Dynamics Inc.

AWARDED AMOUNT

1. The Awarded contract for the project is Two Hundred Fifty Six Pesos Only (Php256,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

TOTAL AMOUNT IN WORDS: **TWO HUNDRED FIFTY SIX THOUSAND PESOS** Php**256,000.00**

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Very truly yours,
ATTY. ANNA GRACE I. MARPURIL
 Department Manager, Corporate Services Dept.
 CONFORME:
JANINA ROSE Q. CORPUZ
 HR Solutions Director
Name & Signature of Contractor/Supplier
 Date: _____

BUR No. AOE - 2501 0/22
 DATE Jan 27, 2025
 AMOUNT ₱256,000.00
 Funds Available:
MALERNA O. BUZAO
 Chief Controllership

Recommended by:
FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD
 Approved by:
LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR