



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: 2022-0003	JO Date: 02/04/2022	PAGE 1/2
PR No.: 2022-0004EPA	PR Date: 10/06/2021	

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS INC.**
 ADDRESS **Unit 502 OMM Citra Bldg., San Miguel Ave.
 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
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PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY, AND MANAGERIAL POSITIONS FOR CY 2022 Php230,720.00

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 a non-verbal test of intelligence
Work attitudes and personality Inventories	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			

Please do not detached part of the JO

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 Job Order upon delivery.

Very truly yours,

BUR No. **AOE-22020103**

Recommended by:

DATE **02/14/2022**

FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD Division

OIC-DM, CS Department

AMOUNT **Php230,720.00**

CONFORME

Dr. Jocelyn R. Pick

Name & Signature of Contractor/Supplier

February 21, 2022

Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director



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CONTRACTOR/SUPPLIER PEOPLE DYNAMICS INC	DELIVERY TERM
ADDRESS Unit 502 OMM Citra Bldg., San Miguel Ave. Ortigas Center, Pasig City	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	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).

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PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY, AND MANAGERIAL POSITIONS FOR CY 2022

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 functioning, value orientation/occupational needs and aspirations/competencies, plus recommendation.

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.
2. A report outlining Supervisory/managerial capabilities/competencies based on the tests administered.

Report Matrix

Psychological Assessment reports on IQ & EQ generated should be customized to the 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

Duration

This project will be implemented within one-year period, commencing on the completion of the contract agreement between CITEM and the winning contracting firm.

TOTAL AMOUNT IN WORDS: Two Hundred Thirty Thousand Seven Hundred Twenty Pesos	Php 230,720.00
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME

Jocelyn R. Pick
 Dr. Jocelyn R. Pick

Name & Signature of Contractor/Supplier
 February 21, 2022

Date

BUR No. **AOE-22020103**

DATE **02/14/2022**

AMOUNT **Php230,720.00**

Funds Available

Ma. Lourdes D. Mediran
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

Florence Pearl M. Buensalido
FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD Division

Approved by:

Ma. Lourdes D. Mediran
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Annex I:

CORE COMPETENCIES:

Competency	COMMUNICATING AND CONNECTING
Definition	Listening actively and employing appropriate methods to convey messages, information and establish reliable contacts across the diverse environment of CITEM. This includes accessibility, information sharing and building a robust network that supports and fosters CITEM’s strategic imperatives
Component Behaviors	<ul style="list-style-type: none"> ▪ Purposive communication and messaging ▪ Accessibility ▪ Information, expertise and resource sharing ▪ Building allies, alliances and networks
Competency	DRIVING EXPORT PROMOTION
Definition	Developing, organizing and implementing innovative programs to promote high-quality Philippine products and services in global markets through creative and innovative approaches responsive to the dynamic global trade environment.
Component Behaviors	<ul style="list-style-type: none"> ▪ Mandate, Mission Vision ▪ Stakeholder Awareness ▪ CITEM’s Services ▪ Entrepreneurial Thinking ▪ Export Promotion Savvy (promotion platforms, tools, techniques, programming) ▪ Export Market Information Handling/Analysis, Information-driven ▪ Benchmarking and sensitivity to Best Practices in Export Promotion
Competency	DELIVERING EXCELLENT RESULTS
Definition	Pursuing high standards of work execution and excellent quality of outputs arising from effective decision-making, efficient work processes and continuous improvement.
Component Behaviors	<ul style="list-style-type: none"> ▪ Attention to details ▪ Planning and organizing skills, resource and time management ▪ Results and quality orientation ▪ Continuous learning and improvement ▪ Information-driven, evidenced-based decision-making
Competency	EXEMPLIFYING PROFESSIONALISM AND INTEGRITY
Definition	Conducting oneself in a manner consistent to the professional and ethical standards of public servants.
Component Behaviors	<ul style="list-style-type: none"> ▪ Above board transactions ▪ Preventing conflict of interest ▪ Moral courage, accountability ▪ Objectiveness and impartiality ▪ Respect for privacy and intellectual property rights ▪ Stewardship of public resources
Competency	PERSONAL EFFECTIVENESS
Definition	Recognizes one’s own areas of personal and professional strength and weaknesses and ability to control one’s self, maintaining momentum and emotional stability, even in the face of competing

	priorities, heavy workload, uncertainty, changes and even adversity.
Component Behaviors	<ul style="list-style-type: none"> ▪ Confidence ▪ Stress tolerance ▪ Grace under pressure ▪ Resilience ▪ Managing crisis situations, ▪ Pursuing self-development, self-improvement ▪ Persistence, perseverance ▪ Tenacity
Competency	SERVICE AND SOLUTIONS ORIENTATION
Definition	Recognizing, discovering and discerning the needs and expectations of internal and external customers and developing, and implementing responsive actions, processes, systems, activities, programs, and services within CITEM’s mandate. This includes a robust customer satisfaction feedback system
Component Behaviors	<ul style="list-style-type: none"> ▪ Defining stakeholder needs and expectations ▪ Service orientation ▪ Solutions orientation ▪ Problem-solving skills ▪ Quick thinking ▪ Feedback, issues & complaints management

LEADERSHIP AND MANAGERIAL COMPETENCIES:

COMPETENCY	THINKING STRATEGICALLY AND CREATIVELY
Definition	“Seeing the big picture”, thinking multi-dimensionally, recognizing connections between facts and situations that are not obvious and come up with strategies, new ideas and different ways to enhance organizational effectiveness and responsiveness towards a clearly defined and collectively aspired Strategic goals and objectives
Component Behaviors	<ul style="list-style-type: none"> ▪ Direction setting ▪ Foresight, forward-looking ▪ Strategic orientation ▪ Environmental sensitivity ▪ Seeing the big picture ▪ Systems perspective ▪ Organizational alignment ▪ Thinking out of the box ▪ Challenge the process
COMPETENCY	Managing performance and coaching for results
Definition	Establishing challenging yet achievable performance goals and aligning systems and processes and providing resources and guidance to optimize individual performance and capabilities towards attaining CITEM’s Strategic goals and objectives
Component Behaviors	<ul style="list-style-type: none"> ▪ Performance-based culture, ▪ Performance targets and standards, ▪ Decisiveness and evidence-based decision-making skills, ▪ Performance monitoring and evaluation ▪ Feedback ▪ Continuous learning and improvement

COMPETENCY BUILDING COLLABORATIVE AND INCLUSIVE WORKING RELATIONS	
Definition	Works cooperatively with, and obtains buy-in, commitment and critical support from individuals, groups, and organizations to pursue and achieve favorable conditions to accomplish mutually beneficial goals. Forging connections with key industry stakeholders, cultivating win-win relationships and building coalitions in order to advance CITEM’s strategic initiatives.
Component Behaviors	<ul style="list-style-type: none"> ▪ Building trust, credibility and positive working relations, ▪ Pursuing partnerships, ▪ Gaining commitments, ▪ Managing conflict, ▪ Clarification of goals, roles and responsibilities, ▪ Delegation and distribution of work, ▪ Rallying people, ▪ Win-win approach ▪ Negotiation and influencing
COMPETENCY LEADING CHANGE	
Definition	Engaging and enabling individuals and groups to accept, support and commit to the change agenda, also, generating genuine enthusiasm and momentum for organizational change,
Component Behaviors	<ul style="list-style-type: none"> ▪ Agility ▪ Sensitivity to change ▪ Concern for change readiness ▪ Managing resistance and overcoming barriers ▪ Openness to change and paradigm shifts ▪ Change Management

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