

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: 2021-0003	JO Date: 02/04/2021	PAGE 1/4
			PR No.: 2021-0003	PR Date: 10/21/2020

CONTRACTOR/SUPPLIER PEOPLE DYNAMICS, INC. ADDRESS Unit 502, OMM-Citra Bldg. San Miguel Ave. Ortigas Ctr., San Antonio, Pasig City, 1605 MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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 2021 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 results based on the Data Privacy Act of 2012.			Php232,200.00
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 nonverbal test of intelligence	Intelligence Quotient (IQ): Critical Thinking Ability (computer based) and a nonverbal 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

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours, JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division CONFORMED: Jocelyn Pick Name & Signature of Contractor/Supplier 03/15/2021 Date	BUR No. AOE-21030146 DATE 03/03/2021 AMOUNT Php232,200.00 Funds Available MALERNA C. BUYAO Chief, Controllership Division	Recommended by: FLORENCE PEARL M. BUENSALIDO Chief, HRMD Division Approved by: MA. LOURDES D. MEDIRAN Deputy Executive Director
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PR No.: 2021-0003	PR Date: 10/21/2020	

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS, INC.**
 ADDRESS **Unit 502, OMM-Citra Bldg. San Miguel Ave. Ortigas Ctr., San Antonio, Pasig City, 1605**
 MODE OF PROCUREMENT **Small Value Procurement**

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

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OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR 2021

CLERICAL	TECHNICAL	SUPERVISORY	MANAGERIAL
	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*

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.

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. **AOE-21030146**

DATE **03/03/2021**

AMOUNT **Php232,200.00**

Recommended by:

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

Jocelyn Pick
Jocelyn Pick

Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

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

Name & Signature of Contractor/Supplier
03/15/2021
 Date

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CONTRACTOR/SUPPLIER PEOPLE DYNAMICS, INC.	DELIVERY TERM
ADDRESS Unit 502, OMM-Citra Bldg. San Miguel Ave. Ortigas Ctr., San Antonio, Pasig City, 1605	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY
	DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR 2021 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			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME *Jocelyn Pick*

 Name & Signature of Contractor/Supplier
Jocelyn Pick

 Date
03/15/2021

BUR No. **AOE-21030146**
 DATE **03/03/2021**
 AMOUNT **Php232,200.00**

Funds Available
Malya Buyao
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

JOB ORDER

CITEM.STR.FR.006



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CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS, INC.**
 ADDRESS **Unit 502, OMM-Citra Bldg. San Miguel Ave. Ortigas Ctr., San Antonio, Pasig City, 1605**
 MODE OF PROCUREMENT **Small Value Procurement**

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OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR 2021

Below is the estimated number of applicants per required position results:

CLERICAL LEVEL	TECHNICAL LEVEL	SUPERVISORY LEVEL	MANAGERIAL LEVEL
₱1,600 per applicant 4 applicants ₱ 6,400	₱2,100 per applicant 44 applicants ₱ 92,400	₱2,300 per applicant 33 applicants ₱ 75,900	₱2,300 per applicant 25 applicants ₱ 57,500
TOTAL			₱ 232,200

The actual number of examinees may vary depending on the need of the agency. The awarded amount for this requirement is **TWO HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED PESOS (Php232,200.00)** Payment to the firm shall be based on actual number of test battery (per person) administered.

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 TWO THOUSAND TWO HUNDRED** ₱232,200.00

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Very truly yours,

BUR No. **AOE-21030146**

Recommended by:

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

DATE **03/03/2021**

FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD Division

AMOUNT **Php232,200.00**

CONFORMED BY **Jocelyn Pick**

Approved by:

Jocelyn Pick

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Name & Signature of Contractor/Supplier

03/15/2021

Date

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

	<ul style="list-style-type: none"> 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