

TOURISM PROMOTIONS BOARD
RATING SHEET FOR ONLINE COMPETENCY-BASED ASSESSMENT

RATING CRITERIA

as of 15 January 2021

CRITERIA		Score/ Rating
I.	Quality of the Personnel to be assigned to the Project (20%) (General qualification, competence, including education and training of the key staff)	20 points
	1. Licensed or registered psychologists and Psychometricians with accreditation to the Psychological Association of the Philippines (PAP) and/or other internationally accepted assessment centers who will administer, interpret the psychological tests and write the required full report: <ul style="list-style-type: none"> ▪ More than 2 licensed or registered Psychologists and more than 3 Psychometricians ▪ 1-2 licensed or registered Psychologists and 1-3 Psychometricians 	10 5
	Psychologists and Psychometricians have experience in the following work assignments: <ul style="list-style-type: none"> - Test Administration - Result Interpretation - Validation of Initial interpretation - Provision of Appropriate Recommendation - Full Report Writing <ul style="list-style-type: none"> ▪ 5 years and above ▪ Less than 5 years 	10 5
II.	Experience and Capability of the Consultant (40%) (this includes the overall experiences of the firm and the individual experiences of the principal and key personnel)	40 points
	1. The Firm's turnaround time for the administration of competency-based assessment with validation interview up to submission of full report <ul style="list-style-type: none"> ▪ Can submit full report within 5 days from the date of administration of online assessment for a maximum of 10 applicants ▪ Can submit full report within 8 days from the date of administration of online assessment for a maximum of 10 applicants ▪ Can submit full report within 10 days from the date of administration of online assessment for a maximum of 10 applicants 	20 15 10

CRITERIA		Score/ Rating
	<p>2. The Firm have experience and is authorized to use industry standard psychological tests appropriate in assessing the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the vacant positions in the TPB for the past:</p> <ul style="list-style-type: none"> ▪ 5 years and above ▪ Less than 5 years 	<p>10 5</p>
	<p>3. The Firm's list of battery of tests with sample full report of result for various levels of positions (clerical, technical, supervisory and managerial/ executive) administered for the past 5 years.</p>	10
III.	Plan of Approach and Methodology (40%)	40 points
	<p>Training and Mentoring of TPB Recruitment Personnel</p> <p>1. Train at least two (2) TPB Recruitment Personnel on the following:</p> <ul style="list-style-type: none"> ▪ how to administer/ disseminate the online assessment ▪ run through the online assessment ▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes <p>2. Conduct quarterly mentoring/ training to TPB newly licensed Psychometricians on how to write full report based on the results of the online assessment during the duration of the contract.</p>	20
	<p>Training of TPB Recruitment Personnel Only</p> <p>1. Train at least two (2) TPB Recruitment Personnel on the following:</p> <ul style="list-style-type: none"> ▪ how to administer/ disseminate the online assessment ▪ run through the online assessment ▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes 	10
	<p>1. User-friendly interface and troubleshooting of the online assessment</p>	5
	<p>2. Security and privacy of data</p>	5
	<p>3. Accessibility of the system at any media in any given time</p>	5

	4. Dedicate point person / accessibility of representative for assistance at any given time	5
TOTAL		100 points

Passing Score: 80 points

Printed Name and Signature

Date