

**TOURISM PROMOTIONS BOARD**  
**RATING SHEET FOR ONLINE COMPETENCY-BASED ASSESSMENT**

**RATING CRITERIA**  
*as of 11 February 2021*

CRITERIA		Score/ Rating
<b>I.</b>	<b>Quality of the Personnel to be assigned to the Project (20%)</b> (General qualification, competence, including education and training of the key staff)	<b>20 points</b>
	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"> <li>▪ More than 2 licensed or registered Psychologists and more than 3 Psychometricians</li> <li>▪ 1-2 licensed or registered Psychologists and 1-3 Psychometricians</li> </ul>	<b>10</b>  <b>5</b>
	2. Psychologists and Psychometricians have experience in the following work assignments: <ul style="list-style-type: none"> <li>- Test Administration</li> <li>- Result Interpretation</li> <li>- Validation of Initial interpretation</li> <li>- Provision of Appropriate Recommendation</li> <li>- Full Report Writing</li> </ul> <ul style="list-style-type: none"> <li>▪ 5 years and above</li> <li>▪ Less than 5 years</li> </ul>	<b>10</b>  <b>5</b>
<b>II.</b>	<b>Experience and Capability of the Consultant (40%)</b> (this includes the overall experiences of the firm and the individual experiences of the principal and key personnel)	<b>40 points</b>
	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"> <li>▪ Can submit full report within 5 days from the date of administration of online assessment for a maximum of 10 applicants</li> <li>▪ Can submit full report within 8 days from the date of administration of online assessment for a maximum of 10 applicants</li> <li>▪ Can submit full report within 10 days from the date of administration of online assessment for a maximum of 10 applicants</li> </ul>	<b>20</b>  <b>15</b>  <b>10</b>

CRITERIA		Score/ Rating
	<p>2. The Firm must be in operation for the last five (5) years in conducting online assessment using the 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"> <li>▪ 5 years and above</li> <li>▪ Less than 5 years</li> </ul>	<p><b>10</b> <b>5</b></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>	<b>10</b>
<b>III.</b>	<b>Plan of Approach and Methodology (40%)</b>	<b>40 points</b>
	<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"> <li>▪ how to administer/ disseminate the online assessment</li> <li>▪ run through the online assessment</li> <li>▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes</li> </ul> <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>	<b>20</b>
	<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"> <li>▪ how to administer/ disseminate the online assessment</li> <li>▪ run through the online assessment</li> <li>▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes</li> </ul>	<b>10</b>
	<p>1. User-friendly interface and troubleshooting of the online assessment</p>	<b>5</b>
	<p>2. Security and privacy of data</p>	<b>5</b>
	<p>3. Accessibility of the system at any media in any given time</p>	<b>5</b>
	<p>4. Dedicate point person / accessibility of representative for assistance at any given time</p>	<b>5</b>

<b>TOTAL</b>	<b>100 points</b>
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Passing Score: 80 points

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Printed Name and Signature

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Date