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

### RATING CRITERIA
*as of 15 March 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: <br> ▪ More than 2 licensed or registered Psychologists and more than 3 Psychometricians <br> ▪ 1-2 licensed or registered Psychologists and 1-3 Psychometricians | <br><br><br><br><br><br>**10**<br><br>**5** |
| | 2. Psychologists and Psychometricians have experience in the following work assignments: <br> - Test Administration <br> - Result Interpretation <br> - Validation of Initial interpretation <br> - Provision of Appropriate Recommendation <br> - Full Report Writing <br><br> ▪ 3 years and above <br> ▪ Less than 3 years | <br><br><br><br><br><br><br><br>**10**<br>**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 <br> ▪ Can submit full report within 5 days from the date of administration of online assessment for a maximum of 10 applicants <br> ▪ Can submit full report within 8 days from the date of administration of online assessment for a maximum of 10 applicants <br> ▪ Can submit full report within 10 days from the date of administration of online assessment for a maximum of 10 applicants | <br><br><br>**20**<br><br><br>**15**<br><br><br>**10** |

| CRITERIA | Score/ Rating |
|---|---|
| 2. The Firm must be in operation for the last three (3) 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:<br><br>    ▪ 3 years and above<br>    ▪ Less than 3 years | 10<br>5 |
| 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 3 years. | 10 |

| | III. | Plan of Approach and Methodology (40%) | 40 points |
|---|---|---|---|

| CRITERIA | Score/ Rating |
|---|---|
| Training and Mentoring of TPB Recruitment Personnel<br>1. Train at least two (2) TPB Recruitment Personnel on the following:<br>    ▪ how to administer/ disseminate the online assessment<br>    ▪ run through the online assessment<br>    ▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes<br><br>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. | 20 |
| Training of TPB Recruitment Personnel Only<br>1. Train at least two (2) TPB Recruitment Personnel on the following:<br>    ▪ how to administer/ disseminate the online assessment<br>    ▪ run through the online assessment<br>    ▪ provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes | 10 |
| 1. User-friendly interface and troubleshooting of the online assessment | 5 |
| 2. Security and privacy of data | 5 |
| 3. Accessibility of the system at any media in any given time | 5 |
| 4. Dedicate point person / accessibility of representative for assistance at any given time | 5 |
| TOTAL | 100 points |

**Passing Score: 80 points**

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**Printed Name and Signature**                                                    **Date**