



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

Psychological Assessment/Examination Materials

Activity Title:

Human Resource Development Program

Target Date of Delivery:

September 27, 2019

Technical Specifications:

- The supplier should be able to provide the following test materials:

1. **Raven's Progressive Matrices: Advance (RPM: A)**

Author(s):	J. C. Raven
Administration:	40-60 minutes; Individual or Group
Ages / Grades:	18 years old and above
Norms:	Summary and detailed percentiles
Language:	English
Exam Version:	Paper

- Raven's APM measures high-level observation skills, clear thinking ability, and intellectual capacity. It is designed to differentiate between people at the high end of intellectual ability and used to assess intellectual efficiency – quick and accurate high-level intellectual work.
- The score can be used *as an indication of a candidate's potential for success in high-level technical, professional, and executive positions that require high levels of clear and accurate thinking, problem identification, holistic situation assessment, and monitoring of tentative solutions for consistency with all available information.*
- It can also be used for developmental purposes in occupational and advanced educational settings. The nonverbal aspect of the test minimizes the impact of cultural or language bias.
- It produces a single raw score as well as percentile rank to indicate the candidate's educative ability or the ability to make sense of complex situations, compared to a norm group.

2. Personality Test:

Administration: 30-60 minutes; Individual or Group
Ages / Grades: 18 years old and above
Type: Ipsative
Language: English
Exam Version: Paper

- Personality tests to be used for recruitment will be workplace relevant and highlight personality traits and competencies of candidates which are valued in the workplace.
 - It should be in a multiple-choice format and will have an appropriate time limit allowing candidates to decide on their responses in their own time.
 - Personality tests in general is based on a small number of broad personality traits, such as the big 5 model of personality (*openness, agreeableness, extroversion, neuroticism and conscientiousness*).
- The supplier upon delivery of the test materials shall train the existing HRDD personnel of the NPC on proper test administrations and will be part of the acceptance;
 - Eligibility Requirement:
 1. Must be Philgeps registered and/or meet the minimum requirements of Bids and Awards Committee
 2. has years of experience in the field of Psychology and official distributor of psychological assessment tools/ exam
 3. Can provide helpful reviews from previous clients (*includes list of clients they handled for the past 2 years*)
 4. Can provide psychological assessment tools/ exam products catalog

Payment:

Through Send-bill arrangement and subject to the inspection and acceptance of delivery of test

Prepared by:


KIMBERLY ANN M. MEDINA
Supervising Administrative Officer

Approved by:


MARIA DELIA S. PRESQUITO
OIC-Director IV, FAO