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## WORKFORCE ASSESSMENT SERVICE AGREEMENT

OFFER DATE	23 April 2020	
CLIENT NAME	Overseas Workers Welfare Administration (OWWA)	
Address	3/F OWWA Bldg., F.B. Harrison Street cor. 7 <sup>th</sup> Street, Pasay City	
Contact Persons & Designation	MS. EUNICE ANN F. FLORES Administrative Officer V	
Authorized Signatory & Designation	MR. HANS LEO J. CACDAC Administrator	
Telephone Numbers	8551-6652 8891-7601	loc. 5617
Email Address	hrmdd@owwa.gov.ph; procurement@owwa.gov.ph	
<b>For Billing Purposes:</b>		
Company Tax Identification Number (TIN)		
Accounting Department Contact Person & Designation:		
Email Address:		
<b>Account Support:</b>		
Account Manager	Maria Victoria T. Estacio	Email:victoria@profilesasiapacific.com
Client Support Specialist	Shaira Saloza	Email: shaira@profilesasiapacific.com
Type of Contract:	<input type="radio"/> New Account <input checked="" type="radio"/> Renewal Account	
	<input checked="" type="radio"/> 1 – Year GAC/AC <input type="radio"/> 1 – Year Outsourced <input type="radio"/> Pilot Project	
Contract Period	From: April 27, 2020	To: April 26, 2021
Billing Type	One-time payment	

Dear Mr. Cacdac:

Thank you for being a long-time partner of People Dynamics, Inc. It is our great honor to faithfully serve your recruitment and talent acquisition needs in the past year. It is, thus, our pleasure to offer you a renewal contract to continue your usage of our assessment solutions.

People Dynamics, Inc. (PDI) and Profiles Asia Pacific, Inc. (PAP) are premiere providers of online assessments being a pioneer in online workforce assessment solutions since 1998. We are the exclusive distributor of assessment instruments developed by Profiles International, Inc. of Texas, USA. Anchored

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on its strong background in assessment tools and its growing pool of highly competent consultants and subject matter experts, PDI has grown into a holistic Human Resources Solutions provider. Our clientele include organizations both in the public and private sector. Over the years, our company have been engaged by various GoP agencies such as DepEd, DSWD, DILG, DPWH, DOH, DOH, NAMRIA, NHA, DOLE, ECC, POEA, NMIS, HGC, CITEM, BOI, CHED, NCMB, OSCH, POEA, ECC, BTR, and DICT. We have partnered with PLDT, ABS-CBN Corporation, Jollibee Foods Corporation, BPI-Philam Life Assurance, DB Schenker Philippines, PJ Lhuillier Incorporated, Reed Elsevier, and numerous others.

Further, you may be delighted to know that we are an ISO 9001-2015-certified company and you can be assured of internationally acceptable products and services. This is a feat very few assessment companies can boast of, therefore, you can be positive we give only quality assessment tools and superior client satisfaction is our quality policy. PAP and PDI are run as one organization under the Profiles Group of Companies collectively referred to as "Profiles".

The next section lists all the products you can continue to enjoy once this contract is renewed.

You are free to choose any combination of tests from the list provided below. The outline below gives you a brief description of each assessment for your appreciation. Once you enter into a contract with us, you will be acquiring a certain number of meters which gives you access to the listed assessments. Most assessments require one meter while a few require two meters per assessment.

## PEOPLE DYNAMICS INC. (PDI) ASSESSMENTS

*The PDI ASSESSMENTS are brief, sharp and concise pre-screening assessments developed specifically for the local mass hiring market and for growing organizations. They can be used for talent acquisition, individual development plans, succession planning and workforce assessments. Reports are in laymen's terms and are easily understood. You will not need your own psychometrician to understand them.*

COGNITIVE / APTITUDE	PERSONALITY / BEHAVIORAL	COMPETENCY
Basic Mental Ability	Work Motivational Intensity	Profiles Competency Assessment
Profiles Ability Profiler	Counter Productive Behavior	Managerial Competencies
Critical Thinking Assessment	EQ Profile	Supervisory Competencies
Abstract Reasoning Assessment	DISC Personality Profile	Sales/Service Competencies
Mechanical Understanding Test	Personality Type Indicator	Accounting Competencies
	Profiles Tenacity Assessment	Clerical Perception
	Profiles Ethics-Oriented	Basic English Competencies
	Personality Assessment	Grammar Skills
	Interest Profiler	

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## COGNITIVE ASSESSMENTS

### BASIC MENTAL ABILITY ASSESSMENT (BMAA)

45 items  
Timed, 25 mins.

The BMAA eliminates candidates from your applicant pool who do not meet your minimum criteria. The BMAA measures these factors:

- ✓ Word use and vocabulary skills
- ✓ Numerical skills
- ✓ Abstract skills

### PROFILES ABILITY PROFILER

239 items  
Timed, 53 mins.

This instrument takes its origins from the GATB (General Ability Test Battery) of the US Department of Labor, and measures six job-related abilities:

- ✓ Verbal Ability
- ✓ Arithmetic Reasoning
- ✓ Computation
- ✓ Clerical Perception
- ✓ Form Perception
- ✓ Spatial Ability

### CRITICAL THINKING ASSESSMENT

65 items  
Timed, 60 mins.

The CTA gauges an individual's application of higher order reasoning skills. The report provides raw scores and percentile ranking for each of the areas measured namely:

- ✓ Evaluative, Analytic and Inferential Reasoning
- ✓ Deductive and Inductive Reasoning
- ✓ Logic
- ✓ Reason & Comprehension

### ABSTRACT REASONING ASSESSMENT

40 Items  
Timed, 18 mins.

This cognitive test minimizes cultural and educational biases that give one an advantage over others. It specifically looks into the ability to recognize shapes & figures and to determine relationship between objects. The test taker is instructed to choose a missing piece in a sequence or in a large image.

### MECHANICAL UNDERSTANDING TEST

65 Items  
Timed, 30 mins

This assessment is designed to test for understanding of the more abstract and action-oriented principles and skills relative to real work mechanics (IQ), which are involved in engineering/building/mechanical pursuits.

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## PERSONALITY/BEHAVIORAL ASSESSMENTS

### WORK MOTIVATIONAL INTENSITY **NEW!**

22 Items  
Untimed, 10-15 mins

This assessment helps the employer identify what drives and employee to perform a particular task and subsequently provide support or encouragement where or when necessary

#### Dimensions

- ✓ Internal Motivation
- ✓ Internalized Motivation
- ✓ Motivation due to Self-Preservation
- ✓ External Motivation
- ✓ Unmotivated Action

### COUNTER PRODUCTIVE BEHAVIOR OPINION SURVEY (CPB)

58 Items  
Untimed, 20-25 mins

The CPB helps hiring executives protect its company's assets against theft, fraud, embezzlement, inefficiency, and other enervating factors by providing essential information about candidates in terms of:

- ✓ Business Ethics
- ✓ Dependability
- ✓ Aggression
- ✓ Substance Abuse
- ✓ Honesty
- ✓ Sexual Harassment

### EQ PROFILE

114 Items  
Untimed, 30-50 mins

Seven dimensions of interest for an employer wishing to make an initial examination of a candidate's emotional stability/instability:

- ✓ Self-Esteem
- ✓ Happiness
- ✓ Anxiety
- ✓ Obsessiveness
- ✓ Autonomy
- ✓ Hypochondriasis
- ✓ Guilt

### DISC PERSONALITY PROFILE

22 Items  
Untimed, 10-15 mins

Based on the "DISC" model of personality, this assessment determines the primary personality type (among 4) of a candidate and key behavioral tendencies, as they impact communication, interpersonal relationships, productivity and teamwork. The assessment further gives valuable insights about how an individual can be understood, motivated, and managed.

#### Dimensions:

- ✓ Dominant or Driver
- ✓ Influencer or Inducer
- ✓ Steady or Stable
- ✓ Compliant or Conventional

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## PERSONALITY/BEHAVIORAL ASSESSMENTS

### PERSONALITY TYPE INDICATOR

116 items  
Untimed, around 20 mins

This is an assessment of Jungian Type that has been designed to help individuals find the type that most closely matches their preferences:

- ✓ Introversion – Sensing
- ✓ Extroversion – Intuition
- ✓ Judging – Thinking
- ✓ Perceiving – Feeling

### PROFILES TENACITY ASSESSMENT (GRIT)

37 items;  
Untimed, around 15-20 mins

This assessment measures a person's ability to persevere despite the presence of adversity. This assessment takes a closer look at the factors essential to an individual's capacity to strive and succeed at long-term goals. It includes questions related to:

- ✓ Resilience
- ✓ Perseverance, and
- ✓ Optimism

### INTEREST PROFILER

Untimed, around 15 mins

This assessment explores a candidates work-related interests in the following categories:

- ✓ Realistic,
- ✓ Investigative,
- ✓ Artistic,
- ✓ Social,
- ✓ Enterprising, and
- ✓ Conventional.

Management can use the results of as a tool for career pathing and/or succession planning.

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## COMPETENCY ASSESSMENTS

### MANAGERIAL COMPETENCIES

70 items

Untimed, around 60 mins

This assessment is designed to measure knowledge and understanding of general principles of management and organization. The test assesses competencies that have been identified as important through extensive studies of management positions in a wide range of organizations and settings, which are as follows:

- ✓ Decision Making and Critical Thinking
- ✓ Strategic Thinking and Planning
- ✓ Entrepreneurship
- ✓ Knowledge of Management Concepts and Applications

*The situations do NOT require specialized knowledge or experience in any single industry.*

### SUPERVISORY COMPETENCIES

70 items

Untimed, 20 to 30 mins

This measures essential supervisory behaviors, which are as follows:

- ✓ Management of Performance
- ✓ Problem Analysis / Resolution Quality
- ✓ Staffing / Personnel Actions
- ✓ Communications
- ✓ Project Planning
- ✓ Direct Supervision
- Interpersonal Relations

### SALES/SERVICE COMPETENCIES

245 items

Untimed, around 60 mins

This measures eight skills and seven behavioral traits found to be significant in the international sales and/or servicing industry. This report provides scores and job-match percentage for each of the areas measured namely:

#### Skills:

- ✓ Critical Thinking
- ✓ Sales-Service (Customer Orientation, Needs Assessment, Satisfaction & Evaluation)
- ✓ English (Reading Comprehension and Grammar)
- ✓ Digital Literacy (Hardware, Software, and Internet)

#### Work Style/Behaviors:

- ✓ Personal Effectiveness
- ✓ Interpersonal Focus
- ✓ Workforce Focus

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## COMPETENCY ASSESSMENTS

### ACCOUNTING COMPETENCIES

75 items;  
Untimed, around 30 mins.

This assessment measures the candidate's knowledge and proficiency of basic accounting concepts, rules, principles, and terminologies.

- |                       |                          |
|-----------------------|--------------------------|
| ✓ Accounts Receivable | ✓ Credit/Debit           |
| ✓ Accounts Payable    | ✓ Petty Cash             |
| ✓ Balance Sheet       | ✓ Accounting Terminology |
| ✓ Inventory           | ✓ Miscellaneous          |
| ✓ Depreciation        |                          |

### CLERICAL PERCEPTION TEST

90 items  
Timed, 6 mins.

This is a 6-minute assessment designed to measure the ability of the person to quickly and accurately see differences in detail on printed material. This assessment measures the speed of perception of the person which is a fundamental skill in many industrial jobs and fields such as administration, claims processing, library services, office machine operation, packaging and word processing.

### BASIC ENGLISH COMPETENCY

40 items; Untimed

This explores a candidate's proficiency on spelling, correct usage, grammar, vocabulary, identifying sentence errors, and analogy in raw score and percentile rating.

### GRAMMAR SKILLS

40 items; Untimed

This measures a candidate's skill on English grammar in raw score and percentile rating.

You may choose any combination of the tests above and each test counts for only 1 meter.

## OTHER ASSESSMENTS: Requires 2 meters per test.

1. **The Profiles Competency Assessment Tool** is another recommended tool from where you can choose competencies that will be required for the job. This is especially useful for customer service posts that also have other functions, especially managerial functions. This is part of the pool of assessments available to you under the local assessment center site.
2. **The Profiles Ethics Oriented Personality Assessment (PEOPA)** is a personality assessment that examines a person's Big Five (Tupes and Christal 1961) personality traits namely: Openness to Experience, Conscientiousness, Extraversion, Agreeableness and Emotional Stability. In addition, the PEOPA also reports on different subcategories (or facets) within each of the five major domains.

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Details for both are below:

#### PROFILES COMPETENCY ASSESSMENT (PCA)

Up to 9 Items per competency

Untimed, approx. 90 mins for 10 competencies

**A situational judgement test that is adaptive based on the ability of a test taker.**

##### CORE COMPETENCIES

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Adaptability and Flexibility</li> <li>• Basic Leadership</li> <li>• Commercial Awareness</li> <li>• Communicating Effectively/Efficiently</li> <li>• Customer Service</li> <li>• Fostering Creativity</li> <li>• Information Monitoring</li> </ul> | <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Managing Team Diversity</li> <li>• Planning and Organizing</li> <li>• Results Orientation</li> <li>• Stress Tolerance</li> <li>• Upholding Commitment to Continuous Learning</li> </ul> |
|---|---|

##### MANAGERIAL COMPETENCIES

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Coaching, Developing and Empowering</li> <li>• Decision Making</li> <li>• Leadership and Management Responsibility</li> <li>• Linking, Partnering</li> </ul> | <ul style="list-style-type: none"> <li>• Managing Results-Based Performance</li> <li>• Personal and Collective Accountability</li> <li>• Strategic Thinking and Planning</li> <li>• Vision and Goal Setting</li> </ul> |
|--|--|

#### PROFILES ETHICS ORIENTED PERSONALITY ASSESSMENT (PEOPA)

Up to 9 Items per competency

Untimed, approx. 30 mins for 10 competencies

##### PROFILES ETHICS-ORIENTED PERSONALITY ASSESSMENT (PEOPA) **NEW!**

The PEOPA examines a person's Big 5 Personality traits and also reports on different subcategories on each trait.

- |  |  |
|--|--|
| <p>1. Openness to Experience</p> <ul style="list-style-type: none"> <li>• Adventurousness</li> <li>• Openness to Aesthetics</li> <li>• Emotionality</li> </ul> | <ul style="list-style-type: none"> <li>• Openness to fantasy</li> <li>• Openness to ideas</li> <li>• Openness to values</li> </ul> |
| <p>2. Conscientiousness</p> <ul style="list-style-type: none"> <li>• Achievement Striving</li> <li>• Cautiousness</li> <li>• Responsibility</li> </ul>         | <ul style="list-style-type: none"> <li>• Orderliness</li> <li>• Self-discipline</li> <li>• Self-efficacy</li> </ul>                |

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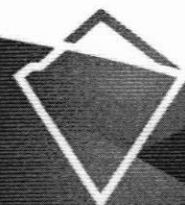
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## PROFILES ETHICS ORIENTED PERSONALITY ASSESSMENT (PEOPA)

Up to 9 Items per competency

Untimed, approx. 30 mins for 10 competencies

### 3. Extraversion

- Alertness
- Assertiveness
- Cheerfulness
- Novelty Seeking
- Friendliness
- Gregariousness

### 4. Agreeableness

- Helpfulness
- Humility
- Honesty
- Understanding
- Trust

### 5. Emotional Stability

- Capacity to Withstand Stress
- Calmness
- Depression
- Self-consciousness
- Immoderation
- Vulnerability
- Emotional Maturity

## LICENSED PSYCHOLOGIST

**Dr. Maria Vida G. Caparas** – holds a Master's Degree and Ph.D., Summa Cum Laude, in Psychology. She is an Accredited Trainer of the Philippine Government with invaluable experiences in Organizational Development as a Human Resource, Training and OD practitioner. She authored three books on Psychology/HR Management and was a Trainer Delegate of DFA-Foreign Service Institute in Italy and Singapore in 1999-2000. Dr. Caparas is a recipient of various national awards and also a professor in prestigious universities.

**Dr. Mariel Kristine Rubia** is a licensed psychologist with experience in human resources for more than 10 years. Her specific areas of specialization include recruitment, labor relations, and learning and development. Presently, Dr. Rubia is a practicing clinical psychologist who works as Managing Partner and Clinical Psychologist at ME Rubia Psychological Assessment Center. Her other areas of specialization include forensic psychology, specifically an expert witness in annulment cases. She published an international journal under forensic psychology which is all about Testing and Measurement and currently, she's writing a book about "understanding the self", which will be offered to CHED and to be released by 2018. Right now, Dr. Rubia is working as a Research and Development Manager who oversees and monitors test development projects for Profiles Asia Pacific and People Dynamics. She's also active in the academe as a part-time Assistant Professor at De La Salle University Manila for College and Graduate School level and a part-time Associate Professor at De La Salle – College of St. Benilde under the

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Human Resource Management Program. She was a full-time Associate Professor specializing in psychology board exam subjects and Human Resource Management subjects for 8 years at St. Scholastica's College Manila. Dr. Rubia is hardworking, reliable, well-organized, team player, goal-oriented.

## INVESTMENT:

We offer OWWA below cost-effective package:

OPTIONS	VOLUME	Total Investment
<input type="checkbox"/> PDI Assessment	2,000 meters: Subscription Contract	₱ 218,400.00

## SPECIAL CONCESSIONS & LIMITATIONS:

1. Price quoted here is inclusive of VAT. If your company is VAT exempt, please provide your valid certification of exemption for this year. For your information, our EWT is set at 2%.
2. Price includes annual fee for Assessment center site which is paid at the beginning of each year.
3. Price validity is sixty (60) calendar days from submission of quotation.

## COMPETITIVE ADVANTAGE:

- ✓ Profiles Asia Pacific and People Dynamics, Inc. are ISO 9001-2015 certified.
- ✓ Our assessments are locally normed suitable for Filipino workforce.
- ✓ We have our own testing center that can accommodate candidates for testing without any additional cost.
- ✓ Our tests can be administered online for easy access, or in paper and pen format.
- ✓ Our reports are sent instantaneously once the test taker is done with the assessment (for online administration). Hence, lesser time will be consumed for scoring and interpretation.
- ✓ We offer an Assessment Center site wherein users with administrative access can schedule candidates for assessment, monitor test status and generate/view reports online without additional cost.
- ✓ We are the exclusive distributor of Profiles International products in the Philippines. We offer you the Profile XT which is a job-matching test that can generate up to 10 different reports at no additional cost.

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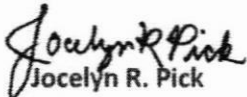
Email: [solutions@profilesasiapacific.com](mailto:solutions@profilesasiapacific.com)  
[www.profilesasiapacific.com](http://www.profilesasiapacific.com)

- ✓ We have a team of at least fifteen (15) dedicated licensed Psychometricians who serve as Client Support and are assigned to different clients. They are also being supervised by at least two (2) resident licensed Ph.D. Psychologists who are members of Psychological Association of the Philippines.
- ✓ The Profiles Ethics-Oriented Personality Assessment (PEOPA) can satisfy the Ethics-oriented Personality Test (EOPT) mandated by CSC MC No. 6 s 2017.
- ✓ Psychological Assessment Reports contain test results/finding, summary, detailed evaluation or recommendation and can be used for hiring/selection, coaching, learning and development, and, succession planning.
- ✓ Pen and paper assessment/test report can be delivered within seven (7) working days or less after the conduct of the assessment/exam of the applicant/s.

I hope you find this new package, especially customized for OWWA, together with the investment terms and conditions agreeable, please affix your signature and date on the conforme below and send us a signed document through fax to **(02) 8637-8769** or email a scanned signed document to [jocelyn@profilesasiapacific.com](mailto:jocelyn@profilesasiapacific.com) or [victoria@profilesasiapacific.com](mailto:victoria@profilesasiapacific.com).

You can also ask us about our other HR/OD services such as consulting (competency model/framework, staffing pattern, job description writing, SPMS, etc), GCG-required engagement or satisfaction surveys, learning and development, and GENOS Emotional Intelligence.

Best Regards,

  
Jocelyn R. Pick

President  
Profiles Asia Pacific, Inc.


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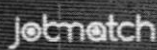
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[www.profilesasiapacific.com](http://www.profilesasiapacific.com)

#### OUR OTHER QUALIFICATIONS:

1. Profiles Asia Pacific and People Dynamics Inc. has been in the field of industrial psychological testing since 1998.
2. We are a licensed distributor of standardized and quality testing material and the exclusive distributor of Profiles International assessments.
3. The Profiles Group has a team of at least fifteen (15) dedicated licensed Psychometricians who serve as Client Support and are assigned to different clients. They are also being supervised by at least two (2) resident licensed Ph.D. Psychologists who are members of Psychological Association of the Philippines.
4. **Superior Client Satisfaction is our Primary Concern.** This is our quality policy, we ensure a high quality service because we put a premium on that, and, we continuously submit our processes for evaluation under our ISO 9001:2015 certification.
5. Provision of Online Psychological/Testing Assessments Facility.

#### A. ONLINE PSYCHOLOGICAL TESTING

To cater to the emerging needs of our clients, you may be pleased to know that the Profiles Group offers an ever increasing range of assessments. Below are some of the features of our Online Assessment tools:

- ✓ *Profiles Group offers the fresh, new, innovative assessment tools*  
Our assessments are designed to **cater to Philippine Workforce population**. Jobs vary from one organization to another. We take pride in collaborating with our clients in creating the nearest possible performance model they expect for a certain position. We then embed in the system the expectations based on various/different perspectives.
- ✓ *Profiles Group is Science Driven*  
We also have our own forward-thinking Research & Development Team (composed of licensed Psychologists and Psychometricians) who continues to help us develop and enhance our tools for the Philippines.

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[www.profilesasiapacific.com](http://www.profilesasiapacific.com)

✓ **Profiles Group is Technology-Driven**

With this, you are assured of automated assessment reports. All assessments are online. Thus, our clients can expect automatic delivery of assessment reports. With the help of the assigned Assessment Specialist, we help monitor the test status of your candidates.

✓ **Profiles Group is Secure**

All Profiles Group online tests have a security feature where screen shots of the test taker is taken intermittently. This ensures that even when candidates are taking the test outside of your own offices, they have a way to check that the test-taker is indeed the candidate being processed.

**B. ASSESSMENT FACILITIES**

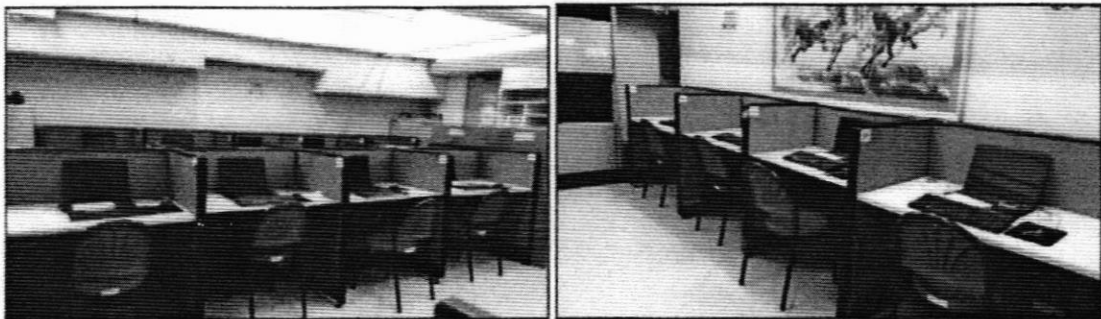
✓ **Online Assessment Portals**

To address the changing needs of our Human Resources, we provide virtual Testing Center portals to candidates who may need to take the assessments at your preferred schedule.

✓ **Profiles Group Testing Center**

Part of our complimentary services is our testing facility located in our PAP/ PDI office. Upon scheduling, you may endorse applicants for testing where our test administrators are licensed psychometricians. Here we implement standards policies and procedures in test administration, also in compliance to the laws governed by our country.

PDI Testing Center is open to accommodate your candidates from Mondays to Fridays, from 8:00 AM to 3:00 PM.



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✓ **Availability of Alternative Paper & Pencil Tests**

PDI may provide pen and paper versions of the recommended assessment tools. This may be lent for your use only.

**Service Parameters:**

**Profiles Asia Pacific/People Dynamics will perform the following services:**

1. Client will be entitled to utilize the tools mentioned in the Assessment Investment.
2. Should Client wish to have continuous access to their sites (GAC and/or AC) site, they will need to provide Profiles a signed renewal contract at least TEN (10) WORKING DAYS prior to this agreement's expiration date. The signed renewal contract may be sent through fax or email and will need to be confirmed by Profiles (in case there are any changes in terms or price).
3. End-User training will be conducted by Profiles to brief the Client on (1) administration of the assessment (2) reports that the assessment can generate and (3) other HR facets where the assessment data can be utilized. Training sessions will be charged ₱ 5,000.00/session (**one session is free and MANDATORY for first time client-users**).
4. Certification in Profile International products is available for a fee of ₱ 10,000 per participant and is recommended for HR practitioners who are seeking in depth knowledge of these products.
5. Profiles will also conduct a FREE assessment orientation with the management committee and/or the non-HR department heads to explain what the Profiles assessment measures and how the data can help them maximize the potential of their direct reports, if requested.
6. Test Administration can be done at Client's office or Profiles Testing Center (no additional charge).

**Test Administration: By Client:**

7. Using your Assessment Center site, you can schedule candidates for online testing and generate the results as soon as the testing is over.
8. If client opts to use paper and pen, **Profiles Group** will provide, on loan, assessment booklets. Client will then encode the answer sheet. Data entry and/or report preparation by Profiles (if requested) will be charged ₱ 20.00/answer sheet or per report generated.

**Test Administration: Outsourced to Profiles:**

9. Test administration outsourced to Profiles Assessment Specialist Department (ASD) will involve the above activities undertaken either at the Profile Testing Center, or by emailing test invitations to client.
10. Profiles Testing Center Administration: Profiles Testing Center accepts candidates from 8:00am to 4:00pm, on Mondays thru Fridays and Saturdays from 8:00am to 10:00am. Client may schedule

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candidates for testing with the ASD Supervisor (910.1198 or 638.2947) or their ASD Manager (635.0016).

#### Terms and Conditions:

- a. **Profiles Asia Pacific, Inc./People Dynamics, Inc.**, will issue an invoice for the assessment services as shown in the Investment section. All invoices are due and payable within 30 days of date of invoice.
- b. Carry-over of unused assessment meters is **strictly prohibited** for subscription contracts.
- c. Price quoted here is inclusive of VAT, unless otherwise specified in the Investment section, which will be added at a standard rate. If your company is VAT exempt, please provide your valid certification of exemption for **this year**. For your information our EWT is set at 2%.
- d. If the dollar exchange rate goes beyond ₱ 50 = \$1, a price adjustment will apply.
- e. For unsigned contracts, prices quoted may change sixty (60) calendar days after submission.
- f. Should the client opt to have a Profiles Testing Center Specialist administer the assessment(s) off-site, there is an Administration Fee of ₱ 3,000.00 per half-day. For out of town testing all out of pocket expenses will be shouldered by the Client.
- g. Payment is to be made by direct deposit to the company's bank account:

**Account Name: Profiles Asia Pacific Inc.**

Bank	Branch	Account No.
PBCOM	Ortigas Branch, OMM-Citra Building, 39 San Miguel Avenue, Ortigas Center, Pasig	234-10-000045-9
Banco De Oro Unibank	G/F Octagon Centre, San Miguel Avenue, Ortigas Center, Pasig City	00211-800-736-5
BPI	Rm 505 5th Fl West Tower PSE Tower Exchange Rd. Ortigas Center, Pasig City	4011-0225-08

- Alternatively, payment may be made at the Profiles office during normal office hours
- h. An OR (Official Receipt) will be mailed within 48 hours for direct deposits or mailed in payments. It will be issued immediately upon receipt if payment is made at the Profiles Office.

#### Special Conditions:

- I. **COLLECTION CHARGE:** For companies requiring Profiles to pick up collections due, an additional collection fee of P500 will be added to the invoice. Please advise if this is required.
- II. **LATE FEES:** A 3.5% per month finance charge will be applied to all late payments and will commence on the 32<sup>nd</sup> day following the invoice date.
- III. **UNAUTHORIZED USE OF COPYRIGHTED MATERIALS.** Client shall not appropriate, assign, sell, transfer, imitate, copy or otherwise reproduce any material copyrighted in the favor of People Dynamics, Inc. or Profiles Asia Pacific, Inc. during the term of this Agreement and at any time thereafter;

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[www.profilesasiapacific.com](http://www.profilesasiapacific.com)

- IV. **TRANSFER OF RIGHTS.** Neither party shall transfer, convey or assign any of its rights or obligations under this Agreement, except in the event either party sells, transfer or assigns its entire business to a third party, the former shall notify the remaining party of the same immediately

**CONFORME:**

**Company Name: OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)**

**Authorized Signatory:**

MR. HANS LEO J. CACDAG

**Position:**

Administrator

**Date Signed:**

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