

## WORKFORCE ASSESSMENT SERVICE AGREEMENT

<b>OFFER DATE</b>	08 March 2019		
<b>CLIENT NAME</b>	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	<b>MS. EUNICE ANN F. FLORES</b> Administrative Officer V		
Authorized Signatory & Designation	<b>MR. HANS LEO J. CACDAC</b> Administrator		
Telephone Numbers	551-6652	8917601 loc. 5617	
Email Address	hrmdd@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	<b>Maria Victoria T. Estacio</b>	Email: <a href="mailto:victoria@peopledynamics.co">victoria@peopledynamics.co</a>	
Client Support Specialist		Email:	
<b>Type of Contract:</b>	<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: TBA		To: TBA
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.

We also want to highlight that in this new set of assessments is the Profiles Ethics-Oriented Personality Assessment (PEOPA) that can be used to fulfil the CSC requirement of using an ethics-oriented personality test (EOPT) for hiring and promotions per CSC MC No. 06 s.2017.

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

People Dynamics, Inc. and Profile Asia Pacific, Inc. are the premiere providers of online assessments being a pioneer in online workforce assessment solutions. We are the exclusive distributor of assessment instruments developed by Profiles International, Inc. of Texas, USA. We currently have several government agency partners for various HR/OD and Assessment solutions and have worked with numerous government agencies over the history of our company.

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.

### PEOPLE DYNAMICS INC. (PDI) ASSESSMENTS

*The PDI ASSESSMENTS are brief, sharp and concise pre-screening assessments developed specifically for the local mass hiring market. They can be used for talent acquisition, individual development or training, and succession planning.*

COGNITIVE / APTITUDE	PERSONALITY / BEHAVIORAL	COMPETENCY
Basic Mental Ability	DISC Personality Profile	Supervisory Skills Test
Profiles Ability Profiler	Personality Type Indicator	Management Skills Test
Abstract Reasoning Assessment	EQ Profile	Sales Service Assessment
Critical Thinking Assessment	Counter Productive Behavior	Accounting Skills Test
Mechanical IQ Test	Work Motivational Intensity <b>NEW!</b>	Clerical Perception
	Mental Toughness Test	
	Profiles Ethics-Oriented	
	Personality Assessment (PEOPA)	
	<b>New!</b>	

#### COGNITIVE ASSESSMENTS

<b>BASIC MENTAL ABILITY ASSESSMENT (BMAA)</b>  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: <ul style="list-style-type: none"> <li>✓ Word use and vocabulary skills</li> <li>✓ Numerical skills</li> <li>✓ Abstract skills</li> </ul>
<b>PROFILES ABILITY PROFILER</b>  139 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: <ul style="list-style-type: none"> <li>✓ Verbal Ability</li> <li>✓ Arithmetic Reasoning</li> <li>✓ Computation</li> <li>✓ Clerical Perception</li> <li>✓ Form Perception</li> <li>✓ Spatial Ability</li> </ul>

## COGNITIVE ASSESSMENTS

### 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 controls for the bias of language/education that gives one an advantage over others. It specifically into the ability to recognize shapes & figures and to determine their relationship to one another. The test taker is instructed to choose the missing piece in a sequence or in a large image.

### MECHANICAL IQ TEST

65 Items  
Untimed, around 20 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.

## PERSONALITY/BEHAVIORAL ASSESSMENTS

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

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)

93 Items  
Untimed, around 30 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

## PERSONALITY/BEHAVIORAL ASSESSMENTS

### 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   | ✓ Autonomy        |
| ✓ Happiness     | ✓ Hypochondriasis |
| ✓ Anxiety       | ✓ Guilt           |
| ✓ Obsessiveness |                   |

### 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    | ✓ Steady or Stable          |
| ✓ Influencer or Inducer | ✓ Compliant or Conventional |

### 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   | ✓ Judging – Thinking   |
| ✓ Extroversion – Intuition | ✓ Perceiving – Feeling |

### MENTAL TOUGHNESS TEST

93 items; Untimed  
Average completion: 30 mins

This assessment is designed to measure the resilience and confidence of an individual. It explores how an individual would adapt and cope in various situations. It includes questions regarding the following:

- |                           |                         |
|---------------------------|-------------------------|
| ✓ Aggressiveness          | ✓ Manipulation-Trusting |
| ✓ Assertiveness           | ✓ Sensation-seeking     |
| ✓ Achievement Orientation | ✓ Dogmatism-Flexibility |
|                           | ✓ Masculinity           |

### 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.

- |                           |                       |
|---------------------------|-----------------------|
| 1. Openness to Experience |                       |
| • Adventurousness         | • Openness to fantasy |
| • Openness to Aesthetics  | • Openness to ideas   |
| • Emotionality            | • Openness to values  |
| 2. Conscientiousness      |                       |
| • Achievement Striving    | • Orderliness         |
| • Cautiousness            | • Self-discipline     |
| • Responsibility          | • Self-efficacy       |
| 3. Extraversion           |                       |
| • Alertness               | • Novelty Seeking     |
| • Assertiveness           | • Friendliness        |
| • Cheerfulness            | • Gregariousness      |

## PERSONALITY/BEHAVIORAL ASSESSMENTS

### 4. Agreeableness

- Helpfulness
- Humility
- Honesty
- Understanding
- Trust

### 5. Emotional Stability

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

## COMPETENCY ASSESSMENTS

### MANAGERIAL SKILLS TEST

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 SKILLS TEST

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 ASSESSMENT

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)

## COMPETENCY ASSESSMENTS

	<b>Work Style/Behaviors:</b> ✓ Personal Effectiveness ✓ Interpersonal Focus ✓ Workforce Focus
<b>ACCOUNTING SKILLS TEST</b>  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 ✓ Depreciation            ✓ Miscellaneous
<b>CLERICAL PERCEPTION TEST</b>  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.

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

## INVESTMENT:

We offer OWWA the following cost-effective packages:

Options	VOLUME (1 test = 1 meter)	Unit Cost	Total Investment
<input type="checkbox"/> PDI subscription	2,000 meters: Talent Screening		₱ 218,400.00
Annual	Assessment Center site		₱ 5,600.00
<b>Total Investment</b>			<b>₱ 224,000</b>

### ☐ SPECIAL CONCESSIONS & LIMITATIONS:

1. Assessment Center Site fee is charged at the beginning of each contract year.
2. All prices quoted here are 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%.
3. The options indicated are subscription contracts and must be used within the one (1) year contract period.

I hope you find these new packages, 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) 637-8769** or email a scanned signed document to [victoria@peopledynamics.ph](mailto:victoria@peopledynamics.ph)

Best Regards,



Jacky V. Loreto  
Special Projects Officer



Victoria T. Estacio  
Director – HR/OD Consulting & Special Projects

#### MEETING YOUR DESIRED QUALIFICATION

1. People Dynamics, Inc. has been in the field of industrial psychological testing since 2002.
2. We have provided psychological testing programs to national government agencies/ government financial institutions/government owned and/or controlled corporations for several years.
3. We are a licensed distributor of standardized and quality testing material.
4. People Dynamics, Inc. has a team of dedicated licensed Psychometricians who serve as Assessment Specialists and are designated to different clients. They are also being supervised by two resident licensed Ph.D. Psychologists who are members of Psychological Association of the Philippines.
5. We will conduct assessment of applicants/candidates to various positions in your company through a battery of psychological tests, personality inventories and questionnaires list.
6. After the completion of tests, you are assured of automated assessment reports for online test takers. You can expect automatic delivery of assessment reports.
7. **Superior Client Satisfaction is our Primary Concern.** 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.
8. Provision of Online Psychological/Testing Assessments Facility within Metro Manila and conduct on-site examinations in Visayas and Mindanao areas as needed.

#### A. ONLINE PSYCHOLOGICAL TESTING

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

✓ ***PDI 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.

✓ ***PDI 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.

✓ ***PDI 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 Services Specialist, we help monitor the test status of your candidates.

## **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.

✓ ***PDI Testing Center***

Part of our complimentary services is our testing facility located in our PAP/ PDI office. Upon schedule, 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.

✓ ***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

***People Dynamics will perform the following services:***

1. Client will be assigned a dedicated licensed Client Support (CS) psychometrician to whom they should direct their requests for support.
2. Client will be entitled to utilize the tools mentioned in the Assessment Investment. Carry-over of unused assessment meters is strictly not permitted. Should Client opt not to renew a subscription service contract by the 366<sup>th</sup> day of the contract then any further usage of the account will be subject to charges on a "per meter" pricing which currently ₱1,000/meter for assessments from People Dynamics.
3. 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).
4. 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**).
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** 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 candidates for testing with the ASD Supervisor (910.1198 or 638.2947) or their ASD Manager (635.0016).

**Terms and Conditions:**

- a. **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. Any excess usage of the assessment meters can be deducted from a renewal contract if renewed **prior to expiration**. If Client opts **not** to renew then excess usage will be billed ₱ 1,000 / meter for PDI talent screening.
- c. Carry-over of unused assessment meters is **strictly prohibited**.
- d. Prices quoted here are exclusive 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%.
- e. If the dollar exchange rate goes beyond ₱ 50 = \$1, a price adjustment will apply.
- f. For unsigned contracts, prices quoted may change sixty (60) calendar days after submission.
- g. 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.
- h. Payment is to be made by direct deposit to the company's bank account:
  - PBCOM – Ortigas Branch, OMM-Citra Bldg, 39 San Miguel Ave, Ortigas Center, Pasig  
Account name: Profiles Asia Pacific Inc. | Account Number: 234-10-000045-9
  - BDO – J. Vargas Branch, IBP Building Julia Vargas Avenue, Ortigas Center, Pasig City  
Account name: Profiles Asia Pacific Inc. | Account Number: 00211-800-736-5

- BPI – Rm505 5/F West Tower PSE Tower, Exchange Rd. Ortigas Center, Pasig City  
Account name: Profiles Asia Pacific Inc. | Account Number: 4011-0225-08
- Alternatively, payment may be made at the Profiles office during normal office hours
- i. 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. Note (2) above concerning charges on carry over meters.
- IV. **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;
- V. **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

**Authorized Signatory:**

  
 MR. HANS LEO J. CACDAC

**Position:**

Administrator

**Date Signed:**



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Department of Labor and Employment



**NOTICE TO PROCEED**

Date: \_\_\_\_\_

**Ms. VICTORIA T. ESTACIO**  
Corporate Secretary  
**PEOPLE DYNAMICS, INC.**  
502 5<sup>th</sup> Floor, OMM-Citra Building  
#39 San Miguel Ave., Ortigas Center  
Pasig City

Dear **Ms. Estacio**,

The attached Agreement having been approved, notice is hereby given to **PEOPLE DYNAMICS, INC.** that the One (1) Lot - Purchase of 2,000 meters On-Line Assessment System for One (1) Year may commence effective upon receipt of Notice to Proceed.

Relative thereto, your company's performance is being evaluated by the Procurement and Property Management Division (PPMD) and/or End-User.

Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**HANS LEO J. CACDAC**  
Administrator

I acknowledge receipt of this Notice on \_\_\_\_\_

**Ms. VICTORIA T. ESTACIO**  
Corporate Secretary/PEOPLE DYNAMICS, INC.