



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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<http://www.pca.da.gov.ph>

March 6, 2023

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF#9537235 for the "Examination/Testing Materials" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Examination/Testing Materials	Php. 400,000.00

The prospective bidders shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 4 to 7, 2023, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at pcaqc@yahoo.com

Attached is the Terms of Reference as Annex "A".

For inquiries, you may contact us at telephone no. 8-928-4501 loc. 406/408 or email us at pcaqc@yahoo.com

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief III, GSD

"A food-secure Philippines with prosperous farmers and fisherfolk"



PHILIPPINE COCONUT AUTHORITY
Human Resource Division

TERMS OF REFERENCES FOR THE PROCUREMENT OF WRITTEN EXAMINATIONS FOR PCA QUALIFIED APPLICANTS TO VACANT POSITIONS

I. INTRODUCTION

The Philippine Coconut Authority (PCA) in compliance with the approved CSC Merit Selection Plan (MSP), specifically on the screening stage through the conduct of an examination to qualified applicants shall only administer examinations that have passed through research, studies and norming from selected group of employees in PCA.

As these examinations apply equally to all qualified applicants in the Central Office, Regional Offices and Research Centers, there is a need to assure standardization of tests to be administered by the PCA Psychometrician.

II. OBJECTIVE/S

These Term of Reference are intended to be used as reference and guidelines for HRD to select and procure written examinations applicable to PCA using its identified norms per category such as Rank & File, Supervisory and Executive Managerial positions.

It also aims to assure the appointing authority that candidate's examination results are valid and reliable to be used as bases for informed decisions on appointment.

III. CLASSIFICATION/CONTENT OF REQUIRED TESTS

The MSP requires the administration of the following tests under the first stage of screening:

A. Intelligence Test

Also refers to IQ (Intelligence Quotient) test. This test aims to measure the intellectual potential, capacity to make abstractions, to learn and to deal with novel situations and identify weaker areas in need of support. This test will help understand the candidates' ability to perform tasks, solve problems or knowing how they will react to different situations.

B. Personality Assessment

This test aims to identify potential strengths and weaknesses of the candidate and work-related behavioral traits. Results will help predict candidates' working attitudes and tendencies.

C. Competency Assessment

This test will assess the candidates' level of mastery (Basic, Intermediate, Advance or Expert) of identified competencies as provided under the approved PCA Competency Framework.

IV. TECHNICAL REQUIREMENTS IN TEST SELECTION

In selecting tests, the following requirements shall be mandatory:

A. Areas to be Measured

1. Intelligence Test – the test should measure verbal, spatial, numerical and logical reasoning intelligence.
2. Personality Assessment – test that should assess the personality of the applicant regarding his adaptability to the work and co-workers.
3. Competency Assessment – the test or combination of tests should measure the candidates' mastery of the mandatory competencies for the position for which they are being considered. The competencies should be based on what is provided for under the approved PCA Competency Framework and competencies specifically provided by the Civil Service Commission for Division Chief III and Executive Managerial positions.

- B. The tests should have documented validity/reliability;
- C. The tests should be recognized in the field of psych testing;
- D. Officially distributed locally;
- E. Developed by recognized and well-known entity.

V. BUDGETARY REQUIREMENT

The cost shall not exceed Php 400,000 that would include the following:

TEST	SET		BOOKLET	ANSWER SHEET
	MANUAL	SCORING KEY		
Thurstone Test of Mental Alertness (TTMA)	2	2	300	
Advanced Progressive Matrices (APM)	2	2	100	300
Raven Progressive Matrices (RPM)	2	2	100	300
Purdue Non Language Test (PNLT)	2	2	300	
Gordon Personality Profiles (GPP)	2	2	300	
Gordon Personality Inventory (GPI)	2	2	300	

VI. OTHER TERMS AND CONDITIONS

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