




NOTICE OF AWARD

19 May 2014

Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2013, the Department of Foreign Affairs is awarding the procurement for the conduct of psychological testing for the 2014 Career Minister (CarMin) Examination to your firm, **Philippine Mental Health Association (PMHA)**, in the amount of *Three Hundred Thirteen Thousand Six Hundred Pesos (Php 313,600.00)* only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,


LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

MS. REGINA G. DE JESUS
National Executive Director
PHILIPPINE MENTAL HEALTH ASSOC.
18 East Ave. Quezon City

Received June 16, 2014




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National Executive Director
PHILIPPINE MENTAL HEALTH ASSOC.
18 East Ave. Quezon City

Sr. Sp. Asst. N. Servigon	
BAC Chairman E.D. Austria-Garcia	<i>full report</i>
BAC Vice-Chairman J.V. Chan-Gonzaga	<i>Jan</i>
BAC Members: E.C. Yulo	
G.P. Abiog	
G. B. Musor	
B.T. L. Santos	
End-User Representative:	
Asst. Sec. C.D. Sorreta	
BAC Secretariat:	
Head - A.O. Vallespin	
A. De Asis-Del Mundo	
S.P. Toledo	
G.C. Fernandez	

8776-14

ANNUAL PROCUREMENT PLAN FOR 2014

Page 37 of 40

**SUMMARY OF PRICE QUOTES FOR
2014 CAREER MINISTER PSYCHOLOGICAL TEST
30 April 2014**

Number of Examinees: Twenty-Eight (28)

SERVICE PROVIDER	COST PER PERSON	TOTAL COST
Philippine Mental Health Association	P10,000.00	P280,000.00
Psychological Resource Center	P3,8000 (cannot provide Projective Personality Tests)	P106,400.00
Philippine Psychological Corporation	P9,960.00 (excludes MBTI)	P278,880.00

BOARD OF FOREIGN SERVICE EXAMINATIONS

2014 CAREER MINISTER EXAMINATION

Psychological Test

Terms of Reference for Service Provider

1. SCOPE OF SERVICE

To administer the psychological test of mid-career officials of the Department of Foreign Affairs for the purpose of obtaining eligibility for promotion to the position of Career Minister (CarMin). The psychological test is one of three parts of the 2014 Career Minister Examination.

It is required that the Psychological Test should be able to measure the cognitive and personality competence of a person holding leadership position and his/her fitness for promotion to a higher level position. It should also screen out pathological tendencies which can limit a person from performing effectively in his managerial roles. The battery of tests should include the following: intelligence test, personality test (psychometric and projective), leadership test, autobiography, clinical interview and finally, the Myers-Briggs Type Indicator (MBTI) which is mainly used as preparatory tool for the CarMin Training and Assessment program.

2. PROJECT OUTPUT/OBJECTIVES

An individual psychological test assessment result for each of the examinees, outlining the highlights of the test results, including a short summary and an over-all recommendation.

3. PARTICIPANTS

Maximum of thirty (28-30) candidates to the position of Career Minister at the Department of Foreign Affairs.

Position Description: Under the direction and with substantial latitude for the exercise of independent judgement, serves as Career Minister in diplomatic establishment or Consul General in consular establishment or Alternate Representative in Philippine Missions to the United Nations or Executive Director in the Home Office or either Special Assistant or Principal Assistant in the Office of the Undersecretary or Secretary of Foreign Affairs.

Position Characteristics: As Career Minister, assists the Ambassador in the substantive and administrative functions of the Embassy, directs and manages the day to day operations of the Embassy, including the delegation/distribution of work among the officers and staff; or heads the Consulate Office; initiates and implements activities to promote priority programs of the Embassy or Consulate and carry out all other duties as may be delegated by the Chief of Mission. As Executive Director in the Home Office, supervises, directs, delegates and control flow of work to and from the officers and staff for subsequent consideration of the Assistant Secretary; represents the Assistant Secretary in various meetings and bodies within the Department; inter-agency including participation in international meetings or activities as may be delegated by the Assistant Secretary.

4. SCHEDULE

14-23 July 2014 (3-4 examinees per day)

5. COST

Maximum total cost of P350,000 (inclusive of taxes)

6. PERFORMANCE STANDARD


The Project Proponent should be in the business of providing executive training for government and business sector for at least 30 years. It should be familiar and knowledgeable with the workings of the Department of Foreign Affairs. It should possess an excellent track record.

7. CONFIDENTIALITY

The Project Proponent undertakes to perform the services with the highest standards of professionalism and ethical competence and integrity. It shall not disclose any proprietary or confidential information relating to the psychological test, its participants, without the consent of the BFSE.

8. RE-ASSIGNMENT

The Project Proponent shall not assign the services or sub-contract parts of the services without prior written consent of the BFSE.



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 2641544
Procuring Entity DEPARTMENT OF FOREIGN AFFAIRS - MAIN
Title Procurement of Psychological Test for the 2014 Career Minister (CarMin) Examination
Area of Delivery Metro Manila

Solicitation Number:	BAC-139-2014	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	06/05/2014
Approved Budget for the Contract:	PHP 350,000.00	Last Updated / Time	06/05/2014 00:00 AM
Delivery Period:	1 Day/s	Closing Date / Time	14/05/2014 10:00 AM
Client Agency:			
Contact Person:	Sherwin Toledo Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344621 63-02-8319584 bac.secretariat@dfa.gov.ph		
Description Number of Examinees: 24 For more information, please contact the following: Mr. Raymond Salvana Board of Foreign Service Examination Department of Foreign Affairs Tel. No. 834-3080			

Created by Sherwin Toledo
Date Created 05/05/2014

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BOARD OF FOREIGN SERVICE EXAMINATIONS

MEMORANDUM FOR THE CHAIRMAN, BIDS AND AWARDS COMMITTEE

FROM :  **CARLOS D. SORRETA**
Board Secretary

SUBJECT : Request for BAC Resolution/Notice of Award

DATE : 30 April 2014

The Board of Foreign Service Examinations (BFSE) Secretariat would like to request for the issuance of a Notice of Award/BAC Resolution recommending the appropriate mode of procurement for the expenses which are expected to be incurred in connection with the holding of the 2014 Career Minister (CarMin) Examination, as follows:

ACTIVITY	PROVIDER	BUDGET
Psychological Test	Philippine Mental Health Association (PMHA)	Php 350,000

TOTAL BUDGET

Php 350,000.00

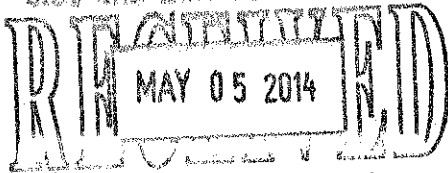
Attached, for the Chairman's reference, is BFSE's budget proposal for 2014, Certificate of Availability of Funds issued by OFM dated 24 January 2014, and three (3) quotations.

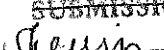
It is required that the Psychological Test should be able to measure the cognitive and personality competence of a person holding leadership position and his/her fitness for promotion to a higher level position. It should also screen out pathological tendencies which can limit a person from performing effectively in his managerial roles. The battery of tests is composed of intelligence test, personality test (psychometric and projective), leadership test, autobiography, clinical interview and finally, the Myers-Briggs Type Indicator (MBTI) which is mainly used as preparatory tool for the CarMin Training and Assessment program.

While the Psychological Resources Center provided the lowest quote, it was unable to provide the required personality test (projective) and the MBTI. The Philippine Psychological Corporation, on the other hand, gave the second lowest quote at P40 less than the quote of the Philippine Mental Health Association (PMHA) but was unable to include in its proposal the MBTI. Hence, it is recommended that the PMHA be selected as the service provider of the Psychological Test for the 2014 CarMin examination.

For the Chairman's consideration.

DEPARTMENT OF FOREIGN AFFAIRS
BIDS AND AWARDS COMMITTEE



SUBMISSION OF BIDS
BY:  TIME: 2:05 PM

COMPUTATION OF EXPENSES
Psychological Test
2014 Career Minister (CarMin) Examination
Philippine Mental Health Association (PMHA)

Number of examinees	:	24 persons
Cost Per Person	:	Php 10,000.00
TOTAL COST:		<u>Php 240,000.00</u> (VAT Exclusive)



OFFICE OF FISCAL MANAGEMENT

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FOUR MILLION FOUR HUNDRED THIRTY FOUR THOUSAND SEVEN HUNDRED TWO PESOS ONLY (Php4,434,702.00)** is available to cover payment for the expenses of the CarMin Training and Assessment Program at AIMS, Psychological Test, honoraria for 3 examiners, meals for examinees, proctors, BFSE members and Secretariat, rental of computers, snacks during Board Meetings, transportation, delivery of documents, communications, supplies and incidental expenses, in connection with the holding of the 2014 Career Minister Examination, chargeable against BFSE's MOOE, subject to existing accounting and auditing rules and regulations.

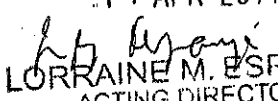
Funds provided for the purpose will be valid up to 31 December 2014.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:


ALVAR E. ROSALES
Department Chief Accountant

03 April 2014

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS
14 APR 2014

LORRAINE M. ESPIRITU
ACTING DIRECTOR



Philippine Mental Health Association, Inc.

18 EAST AVENUE, P.O. BOX 1040
QUEZON CITY 1100, PHILIPPINES

TEL. NOS.: (632) 921-49-58 • 921-49-59

921-20-93 • 924-92-99

Fax No.: (632) 924-92-97

E-mail: oned@pmha.org.ph

Website: www.pmha.org.ph

NATIONAL BOARD OF TRUSTEES:
2013 - 2014

REGINA O. DE JESUS
National Executive Director

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May 7, 2014

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Board Secretary

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Department of Foreign Affairs

2330 Roxas Blvd. Pasay City

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Glenda C. Basubas, M.D.

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Atty. Generoso R. Jacinto, Jr.

Ms. Therese J. Macapagal, Ed.D.

Carmencita H. Salonga, Ph.D.

Dear Hon. Sorreta:

The following are the details of the Psychological Assessment Service that the Philippine Mental Health Association (PMHA) will provide to the 28 Career Minister Examinees of the Department of Foreign Affairs (DFA):

I. SCOPE OF SERVICE

The Psychological assessment service will include administration, scoring and interpretation of psychological tests as well as submission of psychological reports.

II. ASSESSMENT TOOLS

The assessment battery to be administered for the Career Minister Examinees is composed of tests that measure the cognitive skills and personality potentials of a person. The tests also screen pathological tendencies which can limit a person from effectively performing his/her job.

Member: WORLD FEDERATION FOR MENTAL HEALTH

Test Battery Composition:

1. Intelligence Tests

*Wechsler Abbreviated Scale of Intelligence – Second Edition (WASI-II) –

Provides an estimate of an individual's verbal, non-verbal and general cognitive functioning. This also measures a person's ability to carry out logical reasoning and critical thinking.

2. Personality Tests (Psychometric)

Myers-Briggs Type Indicator (MBTI) – Identifies the individual's personality type which can affect how he/she generally interacts with the environment and other people.

Leadership Competency Inventory (LCI) – Assesses the individual's use of the competencies essential to effective leadership such as Information Seeking, Conceptual Thinking, Strategies Orientation and Customer Service Orientation.

Neo Personality Inventory-Revised (NEO PI-R) – Provides a comprehensive and detailed assessment of the emotional, interpersonal, experiential, attitudinal, and motivational styles of a person based on the Five-Factor Model of personality namely Neuroticism, Extraversion, Openness to Experience, Agreeableness, and Conscientiousness.

*Interpersonal Behavior Survey (IBS) – Distinguishes assertive behaviors from aggressive behaviors and identifies individuals' interaction styles that may lead to conflict on the job.

Millon Clinical Multiaxial Inventory: Third Edition (MCMI-III) – a self-report measure of 14 personality patterns and 10 clinical syndromes used to determine a person's propensity to disorders and major clinical syndromes.

Adult Manifest Anxiety Scale (AMAS) – Measures the level of anxiety experienced by an adult. It takes into account situations that affect an individual's moods and feelings based on the following: Worry/Oversensitivity, Social Concerns/Stress, Physiological Anxiety.

3. Personality Tests (Projective)

Curtis Completion Form (CCF) – A test designed to evaluate the emotional maturity and adjustment of a person. It screens individuals whose emotional adjustment makes them employment risks.

Draw-a-Person Test (DAPT) – A test for evaluating various personality traits such as self-image, sexual identification, feelings of insecurity and psychopathology.

4. Autobiography

5. Clinical Interview

* New test

III. ASSESSMENT SCHEDULE

- The 28 Career Minister Examinees will be scheduled for their individual psychological assessment sessions from July 14 to 23, 2014.
- A maximum of 4 examinees will be scheduled per day.
- Testing sessions will be held from Mondays to Fridays from 8:30 a.m. to 5:00 p.m.

IV. FEES

DFA shall pay PMHA Php 10,000.00 (VAT EXCLUSIVE) for each Career Minister Candidates successfully interviewed and evaluated.

V. SUBMISSION OF PSYCHOLOGICAL REPORT

PMHA shall submit a written psychological report for each Career Minister Candidate subject to the following schedule:

- 1 to 15 examinees - four weeks after the last testing schedule
- 16 to 30 examinees- five weeks after the last testing schedule
- 31 to 45 examinees - six weeks after the last scheduled testing day

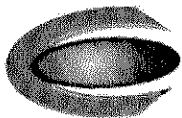
The Myers-Briggs Type Indicator Profiles of the Career Minister Examinees will be submitted three weeks ahead of time after the last scheduled testing day.

Should you have any questions, you may call us at telephone numbers: 9214958 or 9214959 and look for Llewelyn Issa B. dela Cruz.

Thank you very much for considering our services.

Very truly yours,


REGINA G. DE JESUS
National Executive Director



PSYCHOLOGICAL RESOURCES CENTER

Enhancing Quality of Life thru Excellence in Psychological Testing Services

April 8, 2014

Mr. Carlos D. Sorreta
Board Secretary
Board of Foreign Service Examination
Department of Foreign Affairs

Dear Mr. Sorreta,

Greetings!

In response to your query, we are pleased to submit our testing service proposal for your kind consideration and approval:

• **Advanced Managerial [SG 23 and above]**

P3,800.00/head

❖ **TEST BATTERY (4-5 hours)**

- Multidimensional Aptitude Battery II (MAB-II)
- Watson Glaser Critical Thinking Appraisal (WGCTA)
- Management Development Questionnaire (MDQ)
- Supervisory Practices Inventory (SPI)
- Workplace Skills Survey (WSS)
- Baron Emotional Quotient Inventory: Short Version (BARON EQI:S)
- Basic Personality Inventory (BPI)
- Myers-Briggs Type Indicator Test (MBTI)

❖ **INTERVIEW (20-30 mins.)**

Test results will be submitted seven to ten (7-10) working days after test completion.

Please feel free to contact us should there be any concerns you would like us to address.

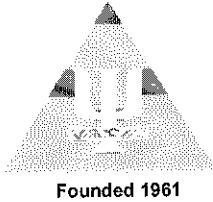
Thank you for allowing us to be of service to you.

Very truly yours,

MARIA REGINA PAMELA Y. ROSALES, M.A.
Psychologist

Noted by:

MS. CLARISSA RIVERA
Executive Director



PHILIPPINE PSYCHOLOGICAL CORPORATION

Rm 905, Prestige Tower, Emerald Ave., Ortigas Commercial Center, Pasig City 1607, P.O.Box 403, Makati
Trunk Line +63(2)636-6327 to 29, or 631-7401. Fax No. +63(2)631-7440 E-mail: philpsycor@gmail.com

April 23, 2014

MR. CARLO D. SORRETA
Board Secretary
BOARD OF FOREIGN SERVICE EXAMINATIONS
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City
Contact numbers: 834-3080
Email Address: bfse@dfa.gov.ph

Dear Mr. Sorreta:

Thank you for your interest in our psychological testing services. The Philippine Psychological Corporation (PhilPsyCor) has been engaged in the field of testing and evaluation for more than 50 years now. As per your request, we are sending a comprehensive proposal on our psychological testing services. Our assessment service will help you determine the intelligence, leadership skills, behavior, and personality adjustment for your training candidates. Below is a detailed discussion of the factors measured in our test battery.

I - Intellectual Functioning

Measures the candidate's intellectual alertness and potential to handle the position he/ she is being considered for. This area is crucial especially during the orientation or training period in a new work set-up or new job function. The dimensions included in this are Abstract Reasoning Ability, Analytical Thinking, English Verbal Proficiency, Spontaneity in Oral Expression, and Computational Skills.

☐ Overview of the Dimensions evaluated by Intelligence Testing

ABSTRACT REASONING ABILITY

Measure of one's ability to find governing ideas or patterns operating behind a series of events, grasp abstract situations and relationship, be efficient with symbolic data, understand novel work set-ups and adapt to a new learning environment or assignment.

ENGLISH VERBAL PROFICIENCY

Measure of one's proficiency in understanding worded instructions and concepts. It may predict facility in comprehending presented ideas, capacity to cope with work that is verbal in nature (i.e. making written reports, communicating feedback), inclinations toward linguistic activities and ability to express thoughts and feedback clearly.



NUMERICAL ABILITY

Measure of one's ability to solve problems using mathematical operations and principles. It shows one's numerical adeptness, proficiency to compute, estimate and analyze quantitative figures, ability to reason with numbers and inclination towards tasks that require accuracy in dealing with mathematical equations.

ANALYTICAL SKILLS

Assesses the ability of the applicants to evaluate evidences, to reason logically and to draw inference or conclusions based on presented facts. This dimension is a gauge of one's potential for higher order thinking or critical thinking which is important in decision-making functions.

II – Trade/Professional Skills

The professional skills tests will focus on the leadership qualities, skills, and potentials of the candidates. Specifically, this dimension covers Overall Leadership Skills, Capacity to Handle and Motivate People, Problem-Solving Ability, Fairness in Decision Making, Creativity, and Initiative and Determination to Attain Goals.

The leadership potentials of the examinee is based on the standardized instrument called The Executive Profile Survey (EPS). This test measures behavioral dimensions related to executive success. Test-takers are compared to a cross section of 2,000 top-level executives, including company presidents, MBAs, multi-billion bank presidents, and leading executives in such diverse fields as accounting, advertising, education, publishing, and religion.

ABOUT THE EXECUTIVE PROFILE SURVEY (EPS)

Usually employed for management selection, the EPS is typically used to evaluate executive potential within an organization, or to serve as a selection tool for employment agencies, and personnel departments. In training programs, it is used to assess, nurture, and improve executive performance.

When the EPS is shared with test-takers, it becomes an objective, non-threatening way for them to privately evaluate their executive potential. And, because they are being compared to a norm base outside their own organizations, motivational distortion of test responses due peer pressure and competition is virtually eliminated. With the EPS, they will discover which personal strengths are most likely to help them succeed professionally and which need to be changed or improved.

Like the best managers, the EPS comes with a thorough, no-nonsense computer generated report that can quickly and precisely identify an individual's executive potential. It avoids technical language, presenting information in a clear, concise, and easily understood manner.



The personal characteristics that the EPS found to be at the core of the occupational self-concepts of successful business executives are:

Ambitious: Is the executive resourceful, forceful, and driven to succeed, or complacent and unmotivated?

Assertive: Is the executive a dominant personality, or someone who stresses quiet contemplation before acting?

Enthusiastic: How self-confident, poised, and exuberant is the executive?

Creative: To what degree does the executive generate new ideas and seek novel solutions to problems?

Spontaneous: Can the executive depart from established patterns and break with precedents?

Self-Focused: Is the executive determined, self-reliant, and self-sufficient enough to reach decisions and act on his or her own authority?

Considerate: Is he or she trusting, approachable, and accepting of others in interpersonal relations?

Open-minded: Does the executive have the ability to change without being excessively pliable?

Relaxed: Is the executive even-tempered, calm, and emotionally mature in stressful situations?

Practical: Are your executive candidates realistic and tough-minded, or are they idealistic and theoretical?

Systematic: Does the executive use effective, orderly, and methodical management practices?

III – Work and Personal Adjustment

This area examines the candidate's personality traits and presents interpretations of his/ her socio-emotional capacity to adjust to the demands of the workplace. Based on the sixteen personality traits theory, it shows the candidate's current level of Emotional Stability, Sense of Responsibility, Conscientiousness, Assertiveness, Confidence, Flexibility, Open-mindedness, Self-reliance, Sociability, Trust and Acceptance of Others, Objectivity, Creativity, Optimism and Liveliness.



For your candidates, we include a detailed and comprehensive personality report called the Human Resource Development Report (HRDR). It is a comprehensive personality assessment report designed for management evaluation. As it gives a more extensive look at the attributes and management potentials of the test taker, it would enrich the standard psychological reports of your franchise applicants.

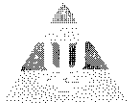
The HRDR presents objective, comprehensive and reliable information on these five management dimensions:

- I- **LEADERSHIP.** The HRDR analyzes the applicant's potential to influence group performances and describes his likely style of leadership, his objectivity and receptivity to employee participation, and approach to performance evaluation of his subordinates.
- II- **INTERACTING WITH OTHERS.** The HRDR describes how well the managers work with people. It highlights whether the applicant prefers working alone or with others, and whether he favors team approach or individual effort.
- III- **DECISION-MAKING.** The HRDR shows whether the applicant's capacity for abstract thinking (is he more suited to solving concrete problems or is he capable of theoretical reasoning?) and creativity (would he rely on tried-and-tested solutions, or prefer innovative problem-solving techniques?)
- IV- **INITIATIVE.** This part of the report illustrates the applicant's overall motivation, and the crucial capacity to assume responsibility and take initiative. It will show whether the applicant will be impulsive or self-controlled, and whether he will accomplish urgent tasks, or wait for instructions.
- V- **PERSONAL ADJUSTMENT.** In this dimension, the applicant's level of tension and approach to handling challenging situations will be analyzed and presented. The report shows the stress-influence behavior of the applicant both inside and outside the workplace that can directly affect his management abilities.

Schedule of Fees

For our comprehensive psychological assessment for your training candidates, a fee of P9,960.00 will be charged per examinee. After ten (10) working days, the results will be submitted to you in the form of Comprehensive Individual Narrative Reports. At the end of the integration of findings, we will give our recommendation based on the exhibited characteristics, values and areas for growth of the examinee. Meanwhile, the comprehensive leadership report (Executive Profile Survey) and personality reports (Human Resource Development Report) will also be attached.

The remittance of the fees will be due upon the submission of the psychological reports on a Cash-on-Delivery basis. We will send to you an invoice or statement of account during the testing dates of your examinees through fax.



Mechanics of Testing

- The testing schedules of your examinees should be arranged with us over the phone. A faxed letter of request will be required from you to determine and confirm the number of examinees to be tested. The job description of the examinees is also requested.
- Each examinee should have a referral letter from you and an ID. The referral letter should introduce the examinee and state the position for which he/ she is being considered, the description of the course that may be assigned to him/ her. Such referral letter should include a 2 x 2 ID picture, sealed and hand-carried by the examinee.

Should you find this proposal satisfactory, please sign in the conforme below and fax this letter back to us. For any question about the terms presented, please give us a call anytime.

Thank you for the opportunity to assist you in your psychological testing needs. We trust to hear from you at your soonest convenience.

Very truly yours,


RUBY A. BENITEZ
President

CONFORME:

BOARD OF FOREIGN SERVICE EXAMINATIONS
DEPARTMENT OF FOREIGN AFFAIRS

By : _____

Official Title : _____

Date : _____

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement, made and entered into by and between:

The **PHILIPPINE MENTAL HEALTH ASSOCIATION**, a private, non-stock, non-profit organization, duly recognized and existing under and by virtue of the laws of the Philippines, with office address at 18 East Avenue, Quezon City, represented by its National Executive Director **REGINA G. DE JESUS** and hereafter referred to as the **PMHA**.

and

The **DEPARTMENT OF FOREIGN AFFAIRS**, a government entity duly organized and existing under and by virtue of the laws of the Philippines with office address at 2330 DFA Building, Roxas Boulevard, Pasay City, represented by its Board of Foreign Service Examinations Chairman, **Undersecretary RAFAEL E. SEGUIS** and hereafter referred to as the **DFA**.

WITNESSETH:

WHEREAS, the PMHA, through its Clinical and Diagnostic Services is engaged in psychological testing and evaluation as well as psychiatric examination, and is ready, willing and able to render service to DFA;

WHEREAS, the DFA shall engage the services of PMHA for its officers, employees and other personnel;

IN VIEW OF THE FOREGOING and other provisions of this agreement, the parties agree as follows:

I. Scope of Services

A. PMHA shall accept psychological testing and evaluation for personnel whether proposed or existing, that the DFA will endorse to PMHA for such testing and evaluation. PMHA shall conduct the tests with due care and in a professional manner.

B. The Psychological testing and evaluation shall cover the following:

1. **Interview** – This shall involve a personal interaction between a PMHA mental health professional and the personnel (examinee) of DFA to aid in determining the mental status, the emotional condition, coherence in thought and thinking process and verbal expressive skills of the examinee.

2. **Psychological Tests** – These shall involve the conduct of a series of standardized, written, visual and projective tests to determine the psycho-dynamics, the emotional conditions,

intellectual level, aptitude, and the personality of the examinee.

3. Scoring and Interpretation of the Psychological Test –

This shall involve the general and detailed evaluation of the results of the psychological test and interview.

4. Submission of Individual Psychological Reports – PMHA

shall submit a written psychological report for the tested personnel in reference to the following schedule:

For Career Minister Examinees:

- 1 to 15 examinees - four weeks after the last testing schedule
- 16 to 30 examinees- five weeks after the last testing schedule
- 31 to 45 examinees - six weeks after the last scheduled testing day

The Myers-Briggs Type Indicator Profiles (MBTI) for the Career Minister Examinees will be submitted three weeks after the last scheduled testing day.

For Foreign Service Officer IV

- 1 to 25 examinees- four weeks after the last testing schedule
- 26 to 50 examinees - six weeks after the last scheduled testing day

The report shall include a summary of the results of psychological test as well as recommendations. The recommendations shall also include the fitness of the personnel for the position held or applied for.

5. Clarifications of Recommendations from DFA – PMHA shall:

- a. Promptly entertain and reply to requests for clarifications by the DFA on the report or findings of PMHA. However, PMHA shall have no obligation to alter or revise its report.
- b. The DFA may, from time to time, request for modifications on the scope of the areas covered in assessment of individual examinees.

II. Fees

A. DFA shall pay PMHA on the basis of each DFA personnel successfully interviewed and evaluated in accordance with the following schedule:

Foreign Service Officer	Php 4,000.00
Career Minister	Php 10,000.00
(VAT EXCLUSIVE)	

B. Payment shall be made in cash or its equivalent to an account designated by PMHA after the submission of the psychological reports.

C. Payment by the DFA to the PMHA shall be made based on actual billing and number of examinees.

III. Schedule and Conduct of Testing

A. The DFA and PMHA shall agree on the schedule of each individual or group to be tested through fax, telephone or a formal letter. PMHA shall only give a test to those individuals with written authority or confirmation from the DFA.

B. PMHA shall secure written waivers from individuals to be tested that will exempt PMHA from any liability for conducting the psychological

tests and evaluations. PMHA shall not be obliged to test individuals who refuse to execute such waiver.

C. Except as provided in Section 1 (B) (5), the DFA shall not interfere in anyway with the conduct of the psychological testing, nor shall it pressure, intimidate, or influence PMHA in the conduct of the test, evaluation of the results or in the preparation of the reports.

D. PMHA shall test individuals endorsed by the DFA except those provided in Section III (B). If PMHA shall cancel any schedule for testing, it shall notify the DFA within five working days and shall agree with DFA on the re-scheduling of such tests. Non-appearance of examinees on their scheduled testing date shall mean cancellation of their test of which DFA shall be duly informed.

IV. Confidentiality

A. PMHA and its personnel shall hold confidential all information related to or arising from the conduct of psychological test and evaluation on the individual.

B. PMHA and its personnel shall not disclose the foregoing information to any third person including the examinee.

C. PMHA shall submit the psychological reports provided in Section 1 (B) (4) to the Chairman of the Board of Foreign Service

Examinations and the Undersecretary for Administration having jurisdiction over the subject personnel.

D. This confidentiality clause shall likewise survive the term of this agreement.

E. This agreement shall take effect from 1 January 2014 until 31 December 2014.

V. Amendatory Clause

This agreement supersedes the Memorandum of Agreement on the same subject dated _____.

This agreement may be amended or renewed by letters of agreement executed between the parties for such term and under such conditions as the parties may subsequently agree.

IN WITNESS WHEREOF, the parties affix their signatures on this _____ day of _____ 2013 in _____, Philippines.

**PHILIPPINE MENTAL HEALTH
ASSOCIATION (PMHA)**

**DEPARTMENT OF FOREIGN
AFFAIRS (DFA)**

By:

By:

REGINA G. DE JESUS
National Executive Director

HON. RAFAEL E. SEGUIS
Chairman, BFSE

Signed in the Presence of:

LLEWELYN ISSA B. DELA CRUZ

MA. ANGELINA M. STA. CATALINA

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, this _____ day of _____ 2013 in
_____ Philippines personally appeared the following persons:

<u>Name</u>	<u>CTC No.</u>	<u>Date/Place Issued</u>
-------------	----------------	--------------------------

Regina G. De Jesus
Hon. Rafael E. Seguis

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free ad voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2013.


NOTARY PUBLIC

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2013



BOARD OF FOREIGN SERVICE EXAMINATIONS

MEMORANDUM TO THE ASSISTANT SECRETARY, OFM

FROM : 
RAFAEL E. SEGUIS
Chairman, BFSE

SUBJECT : Proposed BFSE Budget for 2014

DATE : 07 January 2014

Attached are BFSE's revised budget proposals for 2014 (in two separate formats), based on the discussions with the BAC Secretariat and OFM's Budget Division during the budget presentation/consultations last 06 November 2013.

In view of the holding of the Oral Test portion of the Foreign Service Officer (FSO) Examination in February 2014, BFSE would like to request the issuance of a Certificate of Availability of Funds for the conduct of the FSO Oral Test to enable the BFSE Secretariat to carry out the necessary preparations for the said activity.

For appropriate action.

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CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

06 FEB 2014


LORRAINE M. ESPIRITU
ACTING DIRECTOR

BOARD OF FOREIGN SERVICE EXAMINATIONS
2014 DETAILED BUDGET PROPOSAL

06 FEB 2014

LORRAINE M. ESPIRITU
ACTING DIRECTOR

I. First 2013 FSO Oral Test

ITEM	AMOUNT
Meals (breakfast, lunch, am/pm snacks) for Examiners, Protocol staff and BFSE Members and Secretariat (26 x P1,500 x 2 days)	P78,000.00
Rental of Examination Rooms	P100,000.00
Honoraria for examiners 16 x P67,684.00	P1,082,944.00
Formal Dinner	P190,000.00
Snacks of BFSE Board and Secretariat during Board meetings	P5,000.00
Supplies and other incidental expenses	P15,000.00
Sub-total for FSO Oral Exam	P1,470,944.00

II. Second 2013 FSO Examination Preliminary Interview and Written Test

ITEM	AMOUNT
Rental of Examination Rooms	P200,000.00
Honoraria for interviewers (preliminary interview) 21 interviewers x P5,000	P105,000.00
Meals (breakfast, lunch, am/pm snacks) for interviewers and proctors----Manila 38 x P1,500 x 1day	P57,000.00
Meals (breakfast, lunch and am/pm snacks) for BFSE Members, Secretariat and proctors for 3 days---written test (29 proctors x P1,200 x 3 days)	P104,400.00
Honoraria for examiners (written) 9 x P67,684.00; 1 x P50,000; 1 x P25,000; 2 x P20,000; 3 x P15,000	P769,156.00
Snacks during Board meetings	P5,000.00
Supplies and other incidental expenses	P15,000.00
Sub-total for FSO Preliminary Interview & Written Exam	P1,255,556.00

III. Second 2013 FSO Examination Psychological Test

ITEM	AMOUNT
Psychological Examination Fee 40 persons x P5,000.00	P200,000.00
Sub-total for FSO Psychological Exam	P200,000.00

IV. Second 2013 FSO Examination Oral Test

ITEM	AMOUNT
Meals (breakfast, lunch, am/pm snacks) for Examiners, Protocol staff and BFSE Members and Secretariat (26 x P1,500 x 2 days)	P78,000.00
Rental of Examination Rooms	P100,000.00
Honoraria for examiners 16 x P67,684.00	P1,082,944.00
Formal Dinner	P190,000.00
Snacks of BFSE Board and Secretariat during Board meetings	P5,000.00
Supplies and other incidental expenses	P15,000.00
Sub-total for FSO Oral Exam	P1,470,944.00

V. 2014 FSO Examination Qualifying Test

ITEM	AMOUNT
Payment of Services rendered by CSC	P1,500,000.00
Airfare/Transportation of 10 proctors to 10 testing centers	P100,000.00
Hotel accommodation, meals & miscellaneous expenses P3,000/night x 10 persons x 2 nights (hotel allowance) P400/ day x 10 persons x 3 days (per diem)	P72,000.00
Snack to be served during the meeting of the Secretariat with the Proctors and during Board Meetings	P3,550.00
Mailing Cost	P13,125.00
Supplies and other incidental expenses	P10,000.00
Sub-total for FSO Qualifying Exam (excluding advertisement campaign)	P1,698,675.00

VI. 2014 FSO Examination Preliminary Interview and Written Test

ITEM	AMOUNT
Rental of Examination Rooms	P200,000.00
Honoraria for interviewers (preliminary interview) 21 interviewers x P5,000	P105,000.00
Meals (breakfast, lunch, am/pm snacks) for interviewers and proctors----Manila 38 x P1,500 x 1day	P57,000.00
Meals (breakfast, lunch and am/pm snacks) for BFSE Members, Secretariat and proctors for 3 days---written test (29 proctors x P1,200 x 3 days)	P104,400.00
Honoraria for examiners (written) 9 x P67,684.00; 1 x P50,000; 1 x P25,000; 2 x P20,000; 3 x P15,000	P769,156.00
Snacks during Board meetings	P5,000.00
Supplies and other incidental expenses	P15,000.00
Sub-total for FSO Preliminary Interview & Written Exam	P1,255,556.00

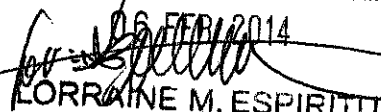
VII. 2014 FSO Examination Psychological Test

ITEM	AMOUNT
Psychological Examination Fee 50 persons x P5,000.00	P250,000.00
Sub-total for FSO Psychological Exam	P250,000.00

VIII. Other Expenses for 2014 FSO Examination

ITEM	AMOUNT
Telephone calls (local and overseas calls)	P26,250.00
Delivery of confidential/ important documents	P4,900.00
Sub-total for Other Expenses for 2011 FSO Exam	P31,150.00

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DEPARTMENT OF FOREIGN AFFAIRS

06 FEB 2014

LORRAINE M. ESPIRITU
ACTING DIRECTOR

IX. 2014 Career Minister Examination

ITEM	AMOUNT
CarMin Training and Assessment Program (AIM)	P3,473,000.00
Psychological Test	P350,000.00
Honoraria (3 examiners x P67,684)	P203,052.00
Meals (breakfast, lunch and am/pm snacks) for Examinees, Proctors and BFSE Members and Secretariat during TKWS 45 x P1,500 x 3 days	P202,500.00
Rental of computers	P125,000.00
Snacks during Board meetings	10,000.00
Supplies and other incidental expenses	P40,000.00
Transportation, Delivery of documents, Communications	P31,150.00
Sub-total for CarMin Exam	P4,434,702.00

X. 2014 FSSO Examination

ITEM	AMOUNT
Payment of Services rendered by CSC	P1,500,000.00
Honoraria (3 examiners x P67,684)	P203,052.00
Airfare/Transportation of 10 proctors to 10 testing centers	P100,000.00
Hotel accommodation, meals & miscellaneous expenses P3,000/night x 10 persons x 2 nights (hotel allowance) P400/ day x 10 persons x 3 days (per diem)	P72,000.00
Snacks to be served during the meeting of the Secretariat with the Proctors and during Board Meetings	P3,146.00
Transportation, Delivery, Communications Expenses	P31,150.00
Supplies and other incidental expenses	P23,125.00
Sub-total for FSO Qualifying Exam	P1,932,473.00

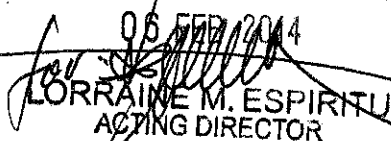
**XI. Advertising Campaign for
2014 FSO and FSSO Examinations**

P1,000,000.00

TOTAL 2014 BUDGET:

P15,000,000.00

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DEPARTMENT OF FOREIGN AFFAIRS

06 FEB 2014

LORRAINE M. ESPIRITU
ACTING DIRECTOR