APR 1 4 2020

PPA MEMORANDUM CIRCULAR
NO. _____16_____ - 2020

SUBJECT : **GUIDELINES ON THE IMPLEMENTATION OF THE ONLINE PPA EXAMINATION**

In compliance with the CSC Memorandum Circular No. 6 s. 2017 re Incorporating the Pre-Employment Test, Promotional Test and the *Ethics-Oriented Personality Test (EOPT)* as part of the Recruitment, Placement and Promotion in the Civil Service, please be informed that last December 2019, the Authority was able to procure for the provision of the Online PPA Pre-Placement and Promotional Exam. The integration of EOPT will be used as an additional form of HR assessment tool intended to strengthen the overall recruitment, placement and promotion in all government agencies as stated in the said CSC MC.

The Online PPA Examination with the EOPT aims to provide fast and efficient generation of test results thru its automated scoring while ensuring test reliability and validity with its up-to-date and customizable norming.

Hereunder are the guidelines for the Online PPA Exam:

1) **Eligibility** - Those eligible to avail the online exams are:
    a. Applicants who submitted their intent to apply for a published vacant position, and
    b. Applicants who were found to be qualified for meeting the minimum Qualification Standards (QS) of the position they are applying by the PMO/HO HRMPSB Secretariat.

2) **PMO Requirements for Endorsement to HRMD** - Applicants qualified for the online test shall be endorsed to HRMD by their respective PMO Administrative Officers or HRMOs with the following details:
    a. Full name of the applicant (identify whether insider or outsider)
    b. Valid e-mail address
    c. Position applied for (with plantilla item number)
    d. Photocopy of any government-issued identification (ID) card with clear picture
    e. Preferred date of exam
       (*HRMD shall be notified at least one (1) week from the preferred date of exam*)

3) **PMO Requirements for Online Test Administration** - For PMOs, the following are the requirements for the online exam administration:
    a. Laptop/Computer with camera
    b. E-mail and internet connection (*with Skype account*)
    c. Mozilla Firefox or Google Chrome browser
    d. Room conducive for testing

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4) **Hurdle Method** - The online exam for outsider applicants will be administered using the hurdle method. Only passers of the Cognitive Test (1st test) shall qualify for the Skills Test (2nd test). The examinees should pass the two (2) tests in order to qualify for the next recruitment process which is the panel interview to be conducted by the HRMPSB. On the other hand, insider applicants must also pass and obtain the required Skills Test rating/score in order to be included in the shortlisted applicants for HRMPSB panel interview.

5) **Type of Exam** - The existing Mental Ability Test, Personality Test and Essay Test shall be replaced with the following: a) **Cognitive Tests** - which will be implemented according to target level of the position, b) **Skills Tests** - will be assessed according to the applicant's chosen field and the c) **Ethics-Oriented Personality Test** proposed by CSC to be integrated as an additional HR assessment tool. The following are the online assessment tools that will be used for outsider applicants and insider applicants for *placement, promotion, lateral transfer, and in cases of demotion where the employee voluntarily applies to a position with a lower salary grade: (see attached Annex A for the complete list of the types of test per position/level)*

OUTSIDER APPLICANTS

TYPE	LEVEL	TEST TITLE
Cognitive (10%)	Trades & Crafts	Abstract Reasoning Assessment
	Rank & File/Technical/Specialist/Officer Level **(SG-19 & down)**	Basic Mental Ability Assessment
	Supervisory/Managerial **(SG-20 & up)**	Critical Thinking Assessment
Skills (10%)	Rank & File/Technical/Specialist/Officer Level **(SG-19 & down)**	Accounting Skills Test
		Clerical Perception Test
		Digital Literacy Test
		Grammar Skills Test
		Mechanical Understanding
	Supervisory	Supervisory Skills Test
	Managerial	Managerial Skills Test
Personality Test	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review	Profiles Ethics-Oriented Personality Assessment

INSIDER APPLICANTS

TYPE	LEVEL	TEST TITLE
Skills (10%)	Rank & File/Technical/Specialist/Officer Level **(SG-19 & down)**	Accounting Skills Test
		Clerical Perception Test
		Digital Literacy Test
		Grammar Skills Test
		Mechanical Understanding
	Supervisory	Supervisory Skills Test
	Managerial	Managerial Skills Test
Personality Test	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review	Profiles Ethics-Oriented Personality Assessment

6) **Credit of Points** - The tables below shall be the basis for the equivalent points to be used in the individual assessment of applicants:

Cognitive Test (10% weight)

Trades & Crafts (Abstract Reasoning Assessment) and
Rank & File/Technical/Specialist/Officer Level (Basic Mental Ability Assessment

Percentile Range	Numerical Equivalent	Adjective Rating		Remarks
1st – 10th	10	Poor		Failed
11th – 30th	25	Below Average		
31st – 40th	40	Low Average		Passed
41st – 59th	55	Average		
60th – 69th	70	High Average		
70th – 89th	85	Above Average		
90th – above	100	Superior		

Supervisory/Managerial

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1st – 7th	20	Poor	Failed
8th – 31st	40	Below Average	Failed
32nd – 69th	60	Average	Passed
70th – 93rd	80	High Average	Passed
94th – above	100	Superior	Passed

Skills Test (10% weight)

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1st – 7th	20	Poor	Failed
8th – 31st	40	Below Average	Failed
32nd – 69th	60	Average	Passed
70th – 93rd	80	High Average	Passed
94th – above	100	Superior	Passed

7) For positions requiring *Job-related Skills Test* as identified in Annex A, the RC/End-user will be **required** to administer their own job-related skills test/exam and will be facilitated by their respective HRMOs from the PMO/Head Office. The raw score will replace the percentile range, which will be the basis to identify the points to be given.

8) For **Port Police positions**, the technical test and agility test administered by the Port Police Department shall replace the Skills Test. The applicants should pass both tests. The average of the raw scores of both tests shall be multiplied by 10% to be indicated in the Individual Assessment Form. Per PPD guidelines, please take note of the following:

    Technical Test - Passing rate is 70%*
        Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.2

    Agility Test - Passing rate is 70% for male & 50% for female**
        **Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.3*

9) **Ethics-Oriented Personality Test (EOPT)** - After the PMO-HRMPSB endorses the results of deliberation for review, the HRMD shall re-evaluate and confirm the top five (5) applicants or the shortlisted applicants for endorsement to the General Manager who will be scheduled for the Ethics-Oriented Personality Test by the HRMD.

There will be no pass or fail for this particular test. However, applicants who will not be taking the EOPT will be excluded in the shortlist of applicants to be endorsed to the General Manager. In addition, the result of this exam shall form part of the documents to be endorsed to the OGM.

10) **Transitory provision** - Those who passed the pre-placement pen & paper tests with valid results will still be accepted until **December, 2020 only**. However, these applicants shall still be required to take the online test, the results of which shall be used in their evaluation/individual assessment form. Failing the online test for these applicants shall not be detrimental to the course of their application.

11) **On Data Privacy** - The service provider of the Online PPA Examination, Profiles Asia Pacific, adheres to the guidelines set forth by RA No. 10173, also known as the Data Privacy Act of 2012. Prior to assessment, each applicant is given an Informed Consent form 1) to give their consent to collect, store and manage the data collected through the Profiles Assessment Center, and 2) to grant the Profiles Assessment Center Site permission to randomly capture photos of the test taker/applicant of Profiles Asia Pacific. On the other hand, only authorized PPA HRMD personnel will be given access to the assessment results, which will be used for the purpose it was intended for (i.e., recruitment, coaching, etc.).

12) **Other purpose/s of the Online Assessment Tools** - Aside from the tests selected for pre-placement and promotional use, there are other assessment tools (see Annex B) with descriptions and will be available for use of the requesting RC upon approval of the HRMD.

For your guidance and compliance.

JAY DANIEL R. SANTIAGO
General Manager

Encl: ANNEX A Types of Test per Position/Level
           ANNEX B List of available assessment tools

HRMD/MSP/MIG/VPG/vop

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TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
1	DSD	Oiler	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
2	DSD	Seaman	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
3	ASD/PMO	Utility Worker A	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
4	EXEC/ASD/PMO	Liaison Aide	4	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
5	DSD	Boatswain	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
6	DSD	Electronics Communication Systems Technician B	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
7	DSD	Engineman	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
8	DSD	Survey Aide A	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
9	DSD	Transport Electrician	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
10	ALL	Driver-Mechanic B	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
11	ASD	Reproduction Machine Operator A	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
12	OCBS	Audio-Visual Systems Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
13	ALL	Clerk-Processor A	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
14	IAD	Internal Auditing Assistant	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
15	ASD	Office Equipment Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
16	ASD	Plumber A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
17	DSD/PMO	Quartermaster	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
18	ASD	Senior Carpenter	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
19	ASD	Auto Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
20	AGMFLA	Computer Operator	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
21	EXEC	Driver-Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
22	PMO	Electronics Communications Systems Operator B	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
23	LSD	Stenographer A	9	1st	Abstract Reasoning Assessment (ARA)	Clerical Perception Test
24	PMO	Collection Representative A	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
25	CD	Data Encoder-Controller	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
26	HO/PMO	Engineering Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
27	HRMD	Industrial Relations Development Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
28	HRMD	Industrial Relations Management Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test

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TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
29	IAD	Internal Control Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
30	PMO	Plant Mechanic/Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
31	CCS	Public Relations Assistant II	10	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
32	HO/PMO	Senior Accounting Processor B	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
33	ASD/PMO	Senior Building Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
34	CCS	Senior Photographer	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
35	DSD	Senior Welder	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
36	DSD	Electronics Communication Systems Operator A	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
37	ALL	Executive Secretary C	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
38	PMO	Industrial Security Officer	11	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
39	IAD	Internal Auditor I	11	2nd	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
40	HRMD	Medical Equipment Technician B	11	1st	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
41	CD	Senior Data Encoder-Controller	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
42	ICTD/PMO	Senior Electronics Communications Systems Technician	11	1st	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
43	ASD/PMO	Storekeeper A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
44	ASD	Transport Dispatcher A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
45	ASD	Administrative Services Assistant A	12	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
46	PMO	Cashier C	12	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
47	ICTD	Management Information/Systems Researcher	12	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
48	PPATI	Property Officer B	12	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
49	PCMD	Supervising Draftsman	12	1st	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
50	CSD	Business Development Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
51	PPD/ISAS/PMO	Civil Security Officer C	13	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
52	CD	Corporate Accounts Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
53	PMO	Corporate Budget Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
54	CPD	Corporate Planning Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
55	CSD	Estate Management Officer	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

TYPES OF TEST PER POSITION/LEVEL

ANNEX

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
56	PMO	Insurance / Risk Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
57	DSD/PMO	Launch Master	13	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
58	PMSODD	Management Specialist I	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
59	CSD	Marketing Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
60	HRMD	Personnel Specialist/HRMO	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
61	PMO	Port Operations Analyst B	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
62	HO	Researcher-Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
63	CPD/PMO	Statistician A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
64	PPATI	Training Specialist	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
65	ASD	Building Foreman	14	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
66	TD/PMO	Cashier B	14	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
67	ASD	Property Officer A	14	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
68	ICTD	Senior Management/Information Systems Researcher	14	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
69	PPD/ISAS/PMO	Civil Security Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
70	PMO	Construction Foreman A	15	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
71	PMO	Corporate Accountant	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
72	CSD	Creative Arts Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
73	ICTD	Data Analyst-Controller	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
74	CSD	Estate Management Specialist	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
75	EXEC	Executive Secretary B	15	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
76	HRMD/PMO	Human Resource Management Officer II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
77	IAD	Internal Auditor II	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
78	PMO	Marine Engineer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
79	OCBS	Minutes Officer III	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
80	HRMD	Nurse II	15	2nd	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
81	POSD/PMO	Port Operations Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
82	PMO	Procurement Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
83	PMO	Senior (Project) Planning & Development Officer	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
84	TD/CD/PMO	Senior Corporate Accounts Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
85	CD	Senior Corporate Budget Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
86	CD	Senior Financial Planning Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
87	TD	Senior Insurance / Risk Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
88	PPATI	Senior Librarian	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
89	CSD	Senior Port Tariff Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
90	PMSODD/LSD	Senior Researcher-Analyst B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
91	PPATI	Training Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
92	PPDD/PCMD/DSD	Administrative Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
93	PMO	Business Development/Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
94	TD/PMO	Cashier A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
95	POSD	Environmental Specialist B	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
96	PMO	General Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
97	PMO	Harbor Operations Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
98	PMSODD	Management Specialist II	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
99	CSD	Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
100	ASD	Procurement Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
101	PMO	Records Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
102	OCBS	Researcher-Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
103	POSD/PMO	Safety Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
104	CPD	Senior Corporate Planning Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
105	PMO	Senior Engineer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
106	CD/PMO	Senior Fiscal Examiner A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
107	ICTD	Senior Management Information/ Systems Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
108	PPATI	Senior Researcher-Analyst A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
109	ASD	Senior Supply Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
110	TD	Taxation Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
111	PMO	Terminal Operations Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
112	TD	Senior Credit/ Collection Officer	17	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
113	ASD	Transport Maintenance General Foreman	17	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
114	CSD	Business Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
115	PMO	Business Development/Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
116	PPD/ISAS/PMO	Civil Security Officer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
117	CD	Corporate Budget Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
118	CSD	Data Analyst II	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
119	POSD/PPDD/PMO	Environmental Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
120	PPDD	Financial Planning Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
121	HRMD	Human Resource Management Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
122	IAD	Internal Auditor III	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
123	ICTD	Management Information/ Systems Design Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
124	CSD	Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
125	POSD/PPDD/PMO	Port Operations Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
126	ASD	Records Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
127	TD/PMO	Senior Cashier	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
128	CD/PMO	Senior Corporate Accountant A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
129	CSD	Senior Economic Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
130	CSD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
131	PPDD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
132	PMO	Senior Harbor Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
133	CSD	Senior Port Tariff Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
134	CPD/PMO	Senior Statistician	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
135	PMO	Senior Terminal Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
136	PPDD/PCMD/PMO	Supervising Engineer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
137	PMO	Supervising Estate Management Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
138	CD	Supervising Fiscal Examiner	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
139	TD	Supervising Insurance/ Risk Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test

TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
140	CPD	Supervising Researcher-Analyst	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
141	PMO	Supervising Supply Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
142	PPATI	Training Specialist III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
143	TD	Treasury Management Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
144	ASD	General Services Chief B	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
145	ICTD	Management Information/ Systems Design Specialist A	19	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
146	CPD	Senior Corporate Planning Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
147	CSD	Senior Economic Development Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
148	PMSODD	Senior Environmental Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
149	PMSODD	Senior Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
150	CSD	Senior Research-Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
151	POSD/PMSODD	Senior Safety Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
152	TD	Supervising Cashier	19	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
153	POSD/PMO	Environmental Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
154	EXEC/PMO	Executive Assistant A	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
155	CCS	Information Officer IV	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
156	PPDD	Principal Architect B	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
157	PPDD/PCMD/DSD	Principal Engineer C	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
158	ASD	Records Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
159	PPDD	Senior Financial Planning Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
160	PPDD	Supervising Economist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
161	CSD	Supervising Financial Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
162	CSD	Supervising Research-Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
163	LSD	Attorney III	21	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
164	PMO	Division Manager D	21	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
165	ASD/PMO	Administrative Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
166	TD	Cashiering Services Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
167	PPD/ISAS/PMO	Chief Civil Security Officer (Chief Port Police Officer)	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test

TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
168	PPDD	Chief Economist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
169	PMSODD	Chief Management Specialist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
170	POSD/PMO	Chief Safety Officer	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
171	TD/CD/PMO	Corporate Finance Services Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
172	CPD	Corporate Planning Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
173	PMO	Division Manager C	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
174	PMO	Estate Management Chief	22	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
175	HRMD	Human Resource Management Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
176	IAD	Internal Auditor IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
177	ICTD	Management Information/ Systems Development Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
178	PPDD/PCMD/DSD/PMO	Principal Engineer A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
179	ASD	Property Officer V	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
180	CCS	Public Relations Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
181	EXEC	Senior Executive Assistant	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
182	PPATI	Training Specialist IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
183	OCBS/LSD/PMO	Attorney IV	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
184	CSD	Business Development Chief A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
185	PMO	Division Manager B	23	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
186	CSD	Estate Management Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
187	PMO	Harbor Master	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
188	HRMD	Medical Officer IV*	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
189	POSD	Port Operations Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
190	CSD	Port Tariff Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
191	PMO	Terminal Supervisor A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
192	ALL	Division Manager A	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
193	IAD	Internal Auditor V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
194	CCS	Public Relations Officer V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
195	LSD	Attorney V	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
196	OCBS	Board Secretary VI	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
197	PMO	Port Manager A	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
198	OGM	Special Assistant to the Corporate Head II	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
199	HO	Department Manager	27	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

TEST	Dimensions	Short Description	Time Limit	LEVEL	ADDITIONAL INFORMATION
People Dynamics Inc. Products					
Abstract Reasoning Assessment (ARA): Cognitive Assessment	General Intelligence	This is a culture-fair, non-verbal test that assesses the candidate's cognitive abilities through the use of matrices to minimize language/educational bias.	30 minutes	Blue Collar and General Population	*35 Non Verbal Items; minimizes language/educational bias *Locally Normed: available in two norms: Skilled Workers and General Population *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in Percentage and Percentile. Coaching Tips are also provided.

Basic Mental Ability Assessment (BMA1): Cognitive Assessment	*Verbal Ability
	*Numerical Ability
	*Abstract Reasoning
		This test measures one's cognitive capabilities as demonstrated on critical skills needed for entry - level positions. This also indirectly measures communications skills, computation skills, analyzing and problem-solving skills.	25 minutes
			Verbal Ability: 7 mins
			Numerical Ability: 9 mins
			Abstract Reasoning: 9 mins
				Rank and File/ Entry Level
				Technical/ Specialists/ Officer Level
					*45 items: 3 parts
					  Verbal Ability:15 items
					  Numerical Ability: 15 items
					  Abstract Reasoning: 15 items
					*Locally Normed: General Filipino working population
					*CUSTOMISABLE NORMS – can conduct norming study based on own data
					*Automated Scoring – Results are received right after completion of test.
					*Scores presented in Percentage and Percentile

Profiles Ability Profiler: Cognitive Assessment	*Arithmetic Reasoning
	*Verbal Ability (Vocabulary)
	*Numerical Ability (Computation)
	*Spatial Ability (Three Dimensional Space)
	*Form Perception (Object-Matching)
	*Clerical Perception (Name Comparison)
		This cognitive assessment can be used to evaluate critical skills needed for specialized and technical positions. This assessment indirectly measures attentiveness to details, communication skills, computation skills, analyzing, and problem-solving skills.	53 minutes
			Arithmetic Reasoning: 20 mins
			Vocabulary: 8 mins
			Three Dimensional Space: 8 mins
			Computation: 6 mins
			Name Comparison: 6 mins
			Object Matching: 5 mins
				Rank and File/ Entry Level
				Technical/ Specialists/ Officer Level
					*229 items
					*Speed and Power Test
					  Arithmetic Reasoning: 18 items
					  Vocabulary: 19 items
					  Three Dimensional Space: 20 items
					  Computation: 40 items
					  Name Comparison: 90 items
					  Object-Matching: 42 items
					*Locally Normed: General Filipino working population
					*CUSTOMISABLE NORMS – can conduct norming study based on own data
					*Automated Scoring – Results are received right after completion of test.
					*Scores presented in Percentage and Percentile

Critical Thinking Assessment : Cognitive Assessment	*Situations involving Analytical, Inferential, Deductive and Inductive Reasoning *Logical Reasoning *Reasoning and Comprehension	This assessment is designed to measure an individual's higher order thinking and reasoning skills. This also measures analytical skills, problem-solving skills, and ability to recognize patterns and trends in given data.	60 minutes	Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	*65 items Power Test Part 1: 30 items	Part 2: 25 items	Part 3: 10 items *Locally Normed: General Filipino working population OR Management level population. *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in Percentage and Percentile *To discourage guessing, each incorrect answer incurs deduction from the Total Score.

CPB Opinion Survey: Behavioral Assessment	*Business Ethics *Dependability *Aggression *Substance Abuse *Honesty *Sexual Harassment	This assessment evaluates the candidate's general disposition and attitudes on detrimental issues resulting to counter productivity.	Untimed (Average Completion time:~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level	*93 items *Offered both in TAGALOG and ENGLISH. *Locally Normed: General Filipino working population *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in STEN *Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test.
Counter Productive Work Behavior Profile: Behavioral Assessment	*Business Ethics *Dependability *Aggression *Substance Abuse *Integrity *Sexual Harassment	This assessment measures six behavioural traits found to be significant to an employer. This test also provides insight on a candidate's general disposition and attitudes on detrimental issues resulting to possible counter productivity in the workplace.	Untimed (Average Completion Time: ~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level	*58 items *Locally Normed: General Filipino working population *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in STEN *Includes an Interview Guide- interview questions generated depending on the score that the candidate got in each dimension.
Emotional Stability EQ Profile: Behavioral Assessment	*Self Esteem (self-respect) *Happiness(gleefulness) *Anxiety (worry) *Obsessiveness (compulsive) *Autonomy (independence) *Hypochondriasis (health anxiety) *Guilt (self-reproach)	This is an untimed assessment that measures a candidate's emotional tendencies that are useful in the foundation of personal and professional development.	Untimed (Average Completion time: ~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level Supervisory/Managerial	*114 items *Offered both in TAGALOG and ENGLISH. *Locally Normed: General Filipino working population *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in STEN *Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test.
DISC Personality Profile: Personality Assessment	*Dominant or Driver *Influencer or Inducer *Steady or Stable *Compliant or Conventional	This short assessment is designed to determine a candidate's personality in the context of DISC theory. This also highlights a test taker's strengths and potential weakness, areas for improvement, coaching considerations, and team relationship.	Untimed (Average Completion time: 15 minutes)	Rank and File/ Entry Level Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	*22 groups of items *Locally Normed: General Filipino working population *Automated Scoring – Results are received right after completion of test. *Report includes useful insights like Career Possibilities and Quick Reference Guide about the different DISC Personality types

Personality Type Indicator: Personality Assessment	*Introversion vs. Extroversion (Attitudes) *Sensing vs. Intuition (Functions) *Thinking vs. Feeling (Functions) *Judging vs. Perceiving (Attitudes)	This test evaluates a candidate's personality in the context of Jungian Typology. This test identifies the candidate's personality type highlighting behavioral inclinations and motivational factors.	**Untimed** (Average Completion time: ~20 minutes)	Rank and File/ Entry Level/ Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	*116 items *Automated Scoring – Results are received right after completion of test. *Includes descriptions and motivations about the candidate's Jungian Personality Type
Personal Interest Profile: Personality Assessment	*Realistic (Mechanical Career Cluster) *Investigative (Science / Technology Career Cluster) *Artistic (Creative / Arts Career Cluster) *Social (People Service / Social Service Career Cluster) *Enterprising (Sales Career Cluster) *Conventional (Business / Financial Career Cluster)	Anchored on the RIASEC Model, this assessment provides a list of Occupational and Career list according to the candidate's interest. Missed in many pre-screening processes, interest goes directly with the motivation of the candidates.	**Untimed** (Average Completion time: ~20 minutes)	Rank and File/ Entry Level	*60 items *Automated Scoring – Results are received right after completion of test. *Report includes access to the O*net Occupations Master List- a global library of all the possible career options relevant to the area of interest of the candidate
Profiles Ethics-Oriented Personality Assessement: Personality Assessment	**Openness to Experience** *Openness to Aesthetics *Openness to Fantasy *Openness to Ideas *Openness to Values **Conscientiousness** *Orderliness *Responsibility *Self-Discipline **Extraversion** *Alertness *Cheerfulness *Gregariousness *Novelty Seeking **Agreeableness** *Helpfulness *Honesty	PEOPA is a personality assessment that examines a person's Big Five personality traits. This covers ethics-oriented test items that would give a picture of the moral principles that govern a person's behavior. The test does not only measure the person's prevailing trait, but it also gives an idea about the person's moral uprightness which could be a very useful screening assessment specially on sensitive job positions.	**Untimed** (Average Completion Time: 25 minutes)	Rank and File/ Entry Level Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	*Automated Scoring – Results are received right after completion of test. *Customizable Subscales *Locally Normed: General Filipino working population *Extensive Reports showing behavioral indicators, coaching tips, and insights on the personality of an individual. *Useful in screening candidates for sensitive job positions (e.g. government, finance, etc.)

	*Humility *Understanding **Emotional Stability** *Capacity to Withstand Stress *Emotional Maturity				
Work Importance Profiler: Personality Assessment	*Achievement *Independence *Recognition *Relationships *Support *Working Conditions	Based on the Theory of Work Adjustment, this assessment evaluates candidate's most important work values in his or her work environment. This assessment can help the employers manage the candidate's performance.	Untimed (Average Completion time: ~20 minutes)	Rank and File/ Entry Level Technical/ Specialists/ Officer Level	*42 items *Automated Scoring – Results are received right after completion of test.
Work Motivation Intensity Scale: Behavioral Assessment	*Internal Motivation *Internalized Motivation *Motivation Due to Self-Preservation *External Motivation *Unmotivated Action	This short assessment identifies the factors affecting motivation and the intensity of motivation that a person demonstrates in the workplace.	Untimed (Average Completion time: ~20 minutes)	Rank and File/ Entry Level Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	*22 items *Automated Scoring – Results are received right after completion of test. *The test identifies the candidate's motivational intensity, and self-determined behaviors. *Reports are presented with **Behavioral Interpretations** and **Coaching Tips**.
Accounting Skills Test : Skills Assessment	*Accounts Receivable *Accounts Payable *Balance sheet *Inventory *Depreciation *Credit/Debit *Petty Cash *Terminology *Miscellaneous	This test measures a candidate's proficiency and knowledge in different Accounting principles and concepts.	Untimed (Average Completion time: ~30 minutes)	Accounting Positions	*75 items *Automated Scoring – Results are received right after completion of test. *Scores presented in Raw Scores and Percentage *Use of calculator is permitted.
Clerical Perception Test: Skills Assessment	*Speed of Perception *Attention to Details	This test assesses the ability of the person to quickly and accurately see differences in detail in 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	6 minutes	Any position that requires attention to details.	*90 items *Automated Scoring – Results are received right after completion of test. *Scores presented in Raw Score and Percentile

		administration, claims processing, library services, office machine operation, packaging and word processing.			
Digital Literacy Test: Skills Assessment	*Computer Knowledge	This is an assessment that is intended to measure how knowledgeable an individual is when it comes to computer. This test looks on how comprehensive the knowledge of the individual is when it comes to computer (parts and functions).	Untimed (Average Completion time: ~20 minutes)	Any position that requires basic Computer Literacy	*40 items *Automated Scoring – Results are received right after completion of test. *Scores presented in Raw Score and Percentile
Grammar Skills Test : Skills Assessment	*Grammar	This assessment measures a candidate's ability to arrange phrases into meaningful and logical sentences, identify grammatically correct sentences, and use words in different contexts.	Untimed (Average Completion time: ~30 minutes)	Any position that requires basic Grammar skills	*40 items *Automated Scoring – Results are received right after completion of test. *Scores presented in Raw Score and Percentile
Mechanical Understanding Test : Skills Assessment	*Motion in a straight line *Motion in two directions *Force *Mass *Gravity *Center of gravity *Circular motion *Properties of Materials *Heat *Gas *Electricity *Sound *Hydraulics *Number Facility *Perpetual Speed *Spatial visualization	This test is designed to measure a candidate's proficiency and knowledge in Mechanical Concepts and Principles.	30 minutes	Engineering/Technical Positions	*65 items *Locally Normed: Norming population composed of Engineering candidates and employees. *CUSTOMISABLE NORMS – can conduct norming study based on own data *Also shows International Norms *Automated Scoring – Results are received right after completion of test. *Scores presented in Percentage and Percentile

| Profiles Sales Service Assessment: Skills Assessment | SKILLS AND ABILITIES
*Critical Thinking
*Sales Service
 *Customer/Buyer Orientation
  *Needs Assessment
  *Satisfaction
  *Evaluation
*English Proficiency
 *Reading Comprehension
 *Grammar
*Digital Literacy
WORK STYLE/BEHAVIORS
*Personal Effectiveness
 *Adaptability/Flexibility
*Dependability/Reliabilit y
 *Interpersonal Focus
*Cooperation/Friendline ss/Empathy
*Self-Control/Tact
*Workforce Focus
*Sociability; Teamwork
*Achievement Orientation/Assertivene ss | This test is a general pre-screening assessment tool that measures eight skills and seven behavioral traits found to be especially significant in the international servicing industry. This also measures job fitness in sales positions. | Untimed
(Average Completion time: 60 minutes) | Sales /Customer Service Positions | *245 items
 Part 1: Analytic, Inferential, Evaluative; 20 items
 Part 2: Deductive and Inductive Reasoning; 10 items
 Part 3: Sales Service, 32 items
 Part 4: Reading and comprehension, 10 items
 Part 5: Grammar 40 items
 Part 6: Digital Literacy, 30 items
 Part 7:Sales Service Assessment
     Section A: Work Style and Behaviors, 93 items
     Section B: 10 items
*Locally Normed: General Filipino working population
*CUSTOMISABLE NORMS – can conduct norming study based on own data
*Automated Scoring – Results are received right after completion of test.
*Scores presented in STEN
*Presents the Job Match to Sales and Customer Service Positions
*Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test. |
| Supervisory Skills Test: Competency Assessment | • Management of Performance Quality
• Staffing / Personnel Actions
• Communications
• Interpersonal Relations
• Problem Analysis / Resolution
• Project Planning
• Direct Supervision | This test assesses the readiness and suitability of an employee to assume a supervisory position. This test can be used as a diagnostic tool to identify strengths and areas of development necessary in successful supervisory leadership. | Untimed
(Average Completion time: 30 minutes) | Supervisory | *70 items
*Locally Normed: representative sample of Local Management Trainees
*CUSTOMISABLE NORMS – can conduct norming study based on own data
*Automated Scoring – Results are received right after completion of test.
*Scores presented in raw score per dimension and total score, percentage, and percentile |

Managerial Skills Test: Competency Assessment	• Decision Making/Critical Thinking • Strategic Thinking/Planning • Entrepreneurial Skills • Knowledge on Management Concepts and Application	This assessment gauges an individual's understanding of general principles of management and organization. This test differentiates individuals who are competent in the essential dimensions that were identified as important in a wide range of organizational settings. The situations do not require specialized knowledge or experience in any single industry.	Untimed (Average Completion time: 60 minutes)	Managerial	*158 items *Locally Normed: Filipino applicants for Management Positions or Management Development Programs *CUSTOMISABLE NORMS – can conduct norming study based on own data *Automated Scoring – Results are received right after completion of test. *Scores presented in Raw score per dimension and total score, percentage, and percentile
Profiles Competency Assessment	Core Competencies • Communicating Effectively and Efficiently • Fostering Creativity • Client Satisfaction - Based Service • Integrity • Information Monitoring • Basic Leadership • Commercial Awareness • Adaptability and Flexibility • Results Orientation • Upholding Commitment to Continuous Learning • Stress Management • Teamwork and Collaboration • Planning and Organizing	This adaptive test is designed to assess the competency level of an employee which may be used in recruitment, selection, promotions, salary determination, performance reviews, and rewards administration. This test gauges an individual's core and leadership competencies through situational judgement items.	Untimed (Average Completion Time per Competency: 10-15 minutes)	Technical, Supervisory, Managerial	* 9 items per competency *Utilizes Computer Adaptive Testing- Questions are adjusted according to the testtaker's performance *Customizable Dimensions *Locally Normed: General Filipino working population (Core Competencies) and Filipino applicants for Management Positions or Management Development Programs (Managerial Competencies) *Automated Scoring – Results are received right after completion of test. *Extensive Reports showing behavioral indicators, coaching tips, and insights on how to leverage the candidate's strengths and to fully develop the competencies measured. *Scores presented in STEN Scale and interpreted in a 4-tier competency rubrics: Requires Development, Satisfactory, Competent, Outstanding

Managerial Competencies • Leadership and Management Responsibility • Managing Results-Based Performance • Business Acumen • Making Decisions and Solving Problems • Vision and Goal Setting • Personal and Collective Accountability				