



I. Client Information

Name of Institution: _____
 Address: _____ Region: _____
 Institution Website: _____ Email Address: _____
 Institution's Tel.No(s).: _____ Fax No(s).: _____
 Name of Contact Person: _____ Designation: _____
 E-mail Address of the Contact Person: _____ Mobile No.: _____

II. Terms of Assessment

- 1) Subscribers of Psi assessment service must submit this Terms of Assessment Form together with the Registration Form at least one week before the schedule.
- 2) Should there be changes in the schedule; the subscriber must inform Psi at least three days before the schedule. Preferred schedule is subject to the availability of the slots.
- 3) Subscribers must provide Psi two copies of the master list of examinees (either thru fax or e-mail) one week before the schedule.
- 4) All assessment will be facilitated by Psi, in coordination with the Company Representative.
- 5) Should there be absent examinees during the assessment, subscribers must confer with the Psi Testing Coordinator the re-scheduling.
- 6) For more than 5 examinees, Psi proctor will administer the test battery on the venue provided by the company. Otherwise, examinees will be requested to visit Psi's designated Testing Center.
- 7) Result report will be delivered three days after the assessment, addressed to the designated contact person.
- 8) Subscribers' Billing Statement will be delivered after the assessment.
- 9) Payment should be made payable to Psi Psychological Testing and Research Services.

III. Cost of Assessment (please refer to the Subscription Form for the details of the tests)

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|--------------------------|----------------|
| 1. General Assessment | - Php 8,00.00 |
| 2. Management Assessment | - Php 1,200.00 |
| 3. Skills Assessment | - Php 500.00 |

For other test not mentioned please consult your Psi Testing Coordinator or contact us at Tel.No. 571-6963 or 394-7041 or e-mail us at customerservice@psiservices.com

Conforme:

Name and Signature of Authorized
(Subscriber's) Representative

Date: _____

Attested:

Name and Signature of
Psi Representative

Date: _____