



Market Study for the Procurement of Mental Health Services
Psychologist, Psychometrician, Capacity Building Seminars and Information, Education and Communication Campaign (IEC) Materials for Central Office

Approved Budget for the Contract (ABC) will be determined after the conduct of the market study

(from May 2025 to January 2026)

Terms of Reference
Mental Health Service Provider

1. The Mental Health Service Provider must be Philgeps registered;
2. The Mental Health Service Provider shall:
 - a. Provide the following mental health services to aid in the maintenance of positive mental health, prevention of mental health distress, and recovery from mental health illness of employees:
 - Mental health education seminars;
 - Counseling and psychotherapy;
 - Mental health first aid;
 - Stress debriefing;
 - Reintegration sessions with teams to support recovering employees;
 - Creation of a Peer Facilitators Circle among employees;
 - Creation of support groups for employees (e.g. solo parents, parents with children with special needs; retiring personnel);
 - Referral to appropriate agencies and institutions.
 - b. Provide the following seminars and workshops to aid in the capacity-building of employees to help fellow employees by providing them mental health support:
 - Mental health first aid seminar-workshop for them to be Certified Mental Wellness Facilitators; and
 - Seminar workshop on facilitating support groups.
 - c. Provide and facilitate mental health awareness and educational activities, including:
 - IEC and advocacy materials;
 - Seminars on mental health topics such as stress management, managing depression and anxiety, life and career pathing, and improving relationships.



- d. Assist the HRD through the following:
 - Develop tools that personnel from the Human Resources Division may use to screen personnel and facilitate an initial mental health assessment. This may include screening tests and structured interview guides.
 - Provide a mental health awareness presentation that can be included during employee orientation.
 - Conduct an organizational mental health assessment to aid in determining needs, status, and recommendations. This may also include conducting a survey on employee engagement and their perception of workplace conditions, workload, and environment.
 - e. Propose a comprehensive plan for prevention, treatment, and recovery for personnel and officials. This may include assessment, recommendations, treatment, referral, and reintegration. This will also include procedures for notifying family members if needed.
 - f. Provide online mental health first aid for personnel from field offices and make recommendations and referrals thereafter.
 - g. Review the Mental Health Program of PSA and provide inputs specifically designed with the needs of the agency in accordance with the Implementing Rules and Regulations of Republic Act No. 11036 known as the Mental Health Act and Civil Service Commission Memorandum Circular No. 04 Series of 2020 Mental Health in the Public Sector.
3. The services shall be rendered by the following licensed and registered professionals, following the guidelines:
- a. One (1) Registered Psychologist
 - Education : Master's Degree in Psychology
 - Experience : at least one (1) year experience in mental health and Psychological Assessment, Counseling and Psychotherapy
 - Training : at least one (1) year of relevant training
 - Eligibility : RA 10029 Licensed and Registered Psychologist
 - Schedule : Onsite, once a week, 9:00AM to 4:00PM
 - b. One (1) Registered Psychometrician
 - Education : Bachelor of Arts or Bachelor of Science in Psychology
 - Experience : at least one (1) year experience in mental health, Psychological Assessment, and intake interview
 - Training : at least one (1) year of relevant training
 - Eligibility : RA 10029 Licensed and Registered Psychometrician
 - Schedule : Monday to Friday, onsite, 9:00AM to 4:00PM
 - c. The Psychologist will render mental health services to PSA central office officials and personnel through consultations, psychological assessment, counseling, psychotherapy, and other related interventions.

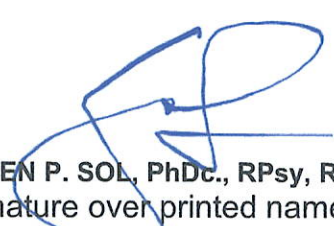
- d. The Psychologist will provide referrals for cases beyond their expertise and provide recommendations to the PSA management and the HRD regarding personnel with mental health concerns.
 - e. The Psychometrician will facilitate the intake interviews, psychological assessment, and other analogous tasks under the supervision of the Psychologist (RA 10029).
 - f. The psychometrician will render mental health services to PSA field office officials and personnel through mental health first aid and referrals to appropriate and accessible mental health service providers.
4. The mental health service provider shall be responsible for preserving the security of all confidential matters pertaining to sensitive information of the personnel that they will acquire in line with this endeavor and can only be shared with authorized personnel of the HRD-Health and Wellness Development Unit for further policy recommendations or programs. The obligations of confidentiality will survive even after the expiry or termination of the engagement.

Kindly input the individual amount for each service/s or identified total

	Deliverables	Payment
May- July 2025	<ul style="list-style-type: none"> • Written report on the services rendered, particularly the number of employees who underwent psychological intervention and/or referral and their corresponding recommendation; • 1st Mental health first aid seminar-workshop for Mental Wellness Facilitators; • Process flow of plan for mental health services; • AVP on Mental health awareness for employee orientation. • One (1) mental health lecture for all PSA employees 	Php 333,333.00
August- October 2025	<ul style="list-style-type: none"> • Written report on the services rendered, particularly the number of employees who underwent psychological intervention and/or referral and their corresponding recommendation; • 2nd Mental health first aid seminar-workshop for Mental Wellness Facilitators; 	Php 333,333.00

	<ul style="list-style-type: none"> • Screening and assessment tool for initial mental health assessment to be used by HRD and Mental Wellness Facilitators • Employee Engagement and Working Conditions Survey • One (1) mental health lecture for all PSA employees 	
November 2025- January 2026	<ul style="list-style-type: none"> • Written report on the services rendered, particularly the number of employees who underwent psychological intervention and/or referral and their corresponding recommendation; • 3rd Mental health first aid seminar-workshop for Mental Wellness Facilitators; • Report and recommendations based on the survey results of Employee Engagement and Working Conditions Survey • One (1) mental health lecture for all PSA employees 	Php 333,333.00
Total		Php 1,000,000.00

Note: On the actual procurement the agency will award the contract to the Lowest Calculated and Responsive Bid (LCRB).



KAREN P. SOL, PhD., RPsy, Rpm, ICAP II
 Signature over printed name
 Authorized Representative
 Service Provider