

Reference. No.																			
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SELF ASSESSMENT GUIDE

Qualification:	EARLY CHILDHOOD CARE AND DEVELOPMENT SERVICES NC III																	
Units of Competency Covered:	<ul style="list-style-type: none"> • Manage Center Operations • Conduct Assessment on Progress and Development of Children • Implement the Early Childhood Care and Development Curriculum 																	
Instruction:																		
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 																		
Can I?												YES			NO			
MANAGE CENTER OPERATIONS																		
A. Gather information																		
1. Conduct family profiling based on industry practice*																		
2. Perform community mapping based on industry practice*																		
3. Conduct record keeping based on industry practice*																		
B. Conduct awareness-raising activity																		
4. Disseminate information following industry practice*																		
C. Manage enrollment																		
5. Guide parents/parent-substitutes on enrollment procedures according to established practice*																		
6. File submitted requirements based on industry practice*																		
7. Record data of submitted requirements based on industry practice*																		
8. Secure documents following industry practice*																		
D. Prepare the Center																		
9. Assess center based on the current standard*																		
10. Coordinate compliance issues on current standards with LGU officials following industry practice*																		
11. Design classroom according to established standards*																		
12. Organize furniture, fixtures, equipment and locally available materials following current standards*																		
13. Establish feedback mechanism for parents/parent-substitute following industry practice*																		

E. Conduct parent orientation		
14. Prepare orientation materials according to the Parent's Handbook*		
15. Present policies and guidelines from the Parent's Handbook following industry practice*		
F. Perform activities in recognition of the center		
16. Prepare records following current standards*		
17. Maintain center following current standards*		
18. Perform inventory based on current standards*		
19. Prepare annual report following current standards*		
20. Secure document following current standards*		
CONDUCT ASSESSMENT ON PROGRESS AND DEVELOPMENT OF CHILDREN		
G. Determine initial developmental level		
21. Conduct intake interview of parents/parents-substitute following industry practice*		
22. Record initial observation of children based on industry practice*		
23. Secure previous record following industry practice*		
24. Make inferences based on available records*		
25. Identify children's developmental level based on available records*		
H. Conduct informal assessments		
26. Prepare materials and equipment based on industry practice*		
27. Record children's behavior continuously using basic assessment tools*		
28. Assess children's behavior based on developmental domains*		
29. Report assessment result to parent/guardian following industry practice*		
30. Make suggestions to the parent/parent – substitute based on the results of assessment*		
I. Conduct observation of children's health, nutrition, safety and well-being		
31. Record progress of children's health, nutrition, safety and well-being following industry practice *		
32. Coordinate children's health, nutrition, safety and well-being with relevant Barangay units based on industry practice*		
33. Report assessment result from health and nutrition workers to parent/parent-substitute following industry practice*		

34. Make referrals for urgent care following industry practice*		
35. Secure documents following industry practice*		
J. Conduct formal assessment		
36. Prepare assessment kits and forms following industry practice*		
37. Prepare classroom following the Early Childhood Care and Development Council Guidelines*		
38. Prepare assessment schedule following industry practice*		
39. Assess individual child using Early Childhood Care and Development checklist*		
40. Perform documentation following industry practice*		
K. Manage reporting of assessment results		
41. Organize existing record based on industry practice of assessment*		
42. Prepare children's portfolio following industry practice*		
43. Secure documents following industry practice*		
44. Report relevant result of assessment to proper authorities based on industry practice*		
IMPLEMENT THE EARLY CHILDHOOD CARE AND DEVELOPMENT CURRICULUM		
L. Create Curriculum plan		
45. Set goals based on available records and references *		
46. Identify themes and subthemes based on children's developmental level *		
47. Organize developmentally appropriate activities based on identified themes*		
M. Manage curriculum plan implementation		
48. Write activity plan based on the established schedule*		
49. Set learning area based on daily activity plan*		
50. Establish daily routine based on activity plan*		
51. Establish classroom management plan with the children following industry practice*		
52. Implements classroom management plan following industry practice*		
53. Implements the daily activity plan*		
54. Organize special activities using activity plan*		

55. Document curriculum following industry practice*		
N. Review curriculum plan		
56. Use results of assessment based on industry practice*		
57. Gather feedback from stakeholders based on industry practice*		
58. Adjust curriculum plan based on data sources*		
59. Implement activity plans based on the revised curriculum made*		
O. Perform culminating activities		
60. Perform coordination with parent/parent-substitute following industry practice*		
61. Plan culminating activity following industry practice*		
62. Carry out culminating activity following industry practice*		
63. Conduct end of the school year meeting following industry practice*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name & Signature	Date:	

NOTE: * Critical aspects of competency