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## SELF-ASSESSMENT GUIDE

Qualification	<b>DOMESTIC WORK SERVICES NC II</b>		
Unit of Competencies Covered:	<ul style="list-style-type: none"> <li>• Clean living room, dining room, bedroom, bathroom and kitchen</li> <li>• Wash and iron clothes and linen</li> <li>• Prepare basic hot and cold meals</li> <li>• Prepare food and beverage services</li> </ul>		
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Am I aware</b>	<b>YES</b>	<b>NO</b>	
• Of the Domestic Workers Act of 2012 or RA 10361 which strengthens respect, protection, and promotion of the rights and welfare of domestic workers or kasambahay?			
• Of my rights, privileges and obligations?			
• Of my duties and responsibilities?			
• Of my employer's rights, duties and responsibilities?			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<b>CLEAN LIVING ROOM, DINING ROOM, BEDROOM, BATHROOM AND KITCHEN</b>			
<b>Clean surfaces and floors*</b>			
• Use appropriate removal/cleaning equipment, supplies, materials, procedures and techniques in accordance with soil and litter types and established.*			
• Remove all waste from surface based on procedures.*			
• Select and apply suitable maintenance procedures based on identified floor types and surface textures.*			
• Perform cleaning, polishing and sweeping according to standard operating procedures.*			
• Use cleaning, polishing and sweeping equipment, supplies and materials following safety procedures and manufacturer's specifications.*			
• Clean cleaning/polishing equipment after use in accordance with relevant safety procedures and manufacturer's instructions.*			

<ul style="list-style-type: none"> <li>Store all cleaning, polishing, sweeping materials and equipment as per standard operating procedures (SOPs).*</li> </ul>		
<ul style="list-style-type: none"> <li>Carry out routine maintenance as per Standard operating procedure</li> </ul>		
<b>Clean furnishing and fixtures*</b>		
<ul style="list-style-type: none"> <li>Clean furnishings and fixtures in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Position furniture based on comfort and convenience and room lay out.*</li> </ul>		
<ul style="list-style-type: none"> <li>Clean equipment after use in accordance with relevant safety and manufacturer's instructions.*</li> </ul>		
<ul style="list-style-type: none"> <li>Store all cleaning materials and equipment following Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Carry out or arrange routine maintenance as per standard operating procedures.*</li> </ul>		
<b>Make up beds and cots*</b>		
<ul style="list-style-type: none"> <li>Air, freeze mattress from dust and vacuum in accordance with Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Replace soil linens and pillow cases in accordance with Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Center and miter linens when replaced as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Make-up beds and cots according to prescribed procedure.*</li> </ul>		
<b>Clean bedroom and bathroom*</b>		
<ul style="list-style-type: none"> <li>Clean ceilings and walls in accordance with standard operating procedures and techniques.*</li> </ul>		
<ul style="list-style-type: none"> <li>Wipe clean window edges and sills in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Scrub and disinfect bath tub, lavatory and toilet bowls in accordance with standard operating procedures and techniques.*</li> </ul>		
<ul style="list-style-type: none"> <li>Wash and clean accessories in accordance with standard operating procedures and techniques.*</li> </ul>		
<ul style="list-style-type: none"> <li>Replenish bathroom supplies and defective accessories replaced as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Clean equipment after use in accordance with manufacturer's instruction.*</li> </ul>		
<ul style="list-style-type: none"> <li>Store all cleaning materials and equipment in a safe place as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Carry out or arrange routine maintenance as per standard operating procedures.*</li> </ul>		
<b>Sanitize rooms*</b>		

<ul style="list-style-type: none"> <li>• Measure and mix 100% accurately sanitizing agents in accordance with relevant safety regulations.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Dispose excess mixtures of sanitizing agents according to environmental requirements.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Sanitize rooms in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Clean equipment after use in accordance with manufacturer's instructions.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Store all cleaning materials and equipment in a safe place as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>• Carry out or arranges routine maintenance as per standard operating procedures.*</li> </ul>		
<b>Maintain clean room environment*</b>		
<ul style="list-style-type: none"> <li>• Check and maintain all equipment and cleaning paraphernalia according to manufacturer's instructions.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Remove and dispose all wastes in accordance with employer's requirements.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Shift all movable furniture and fittings to allow access to hidden dust/waste/dirt and as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>• Check regularly rooms for orderliness/tidiness in accordance with employer's requirements.*</li> </ul>		
<b>Clean kitchen*</b>		
<ul style="list-style-type: none"> <li>• Wash soil dishes, pots, pans and linen in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Store cleand/dry dishes, pots and pans as per standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Clean kitchen appliances in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Wipe kitchen fixtures, tables and chairs in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Mop and dry floor in accordance with standard operating procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Inspect and replenish kitchen supplies in accordance with standard operating procedures.*</li> </ul>		
<b>WASH AND IRON CLOTHES, LINEN AND FABRIC</b>		
<b>Check and sort clothes, linens and fabric</b>		
<ul style="list-style-type: none"> <li>• Sort soil clothes and linen according to texture, color, size and defects*</li> </ul>		
<ul style="list-style-type: none"> <li>• Prioritize sorted items according to the cleaning process required and the urgency of the procedure*</li> </ul>		
<ul style="list-style-type: none"> <li>• Sew/darn defective clothing, linen and fabric using appropriate threads and stitches.*</li> </ul>		

<b>Remove stains*</b>		
• Wear personal protective equipment in accordance with standard operating procedures*		
• Use stain removing agents / chemicals to remove stains in accordance with manufacturer's instructions*		
• Treat and remove stains using correct chemicals or agents.*		
• Store all stain removing agents and chemicals following safety procedures*		
<b>Prepare washing equipment and supplies*</b>		
• Clean and make laundry area ready at all times*		
• Prepare and make laundry supply and materials available in accordance to standard procedures*		
• Check and prepare washing machine for operation per manual procedures.*		
<b>Perform laundry*</b>		
• Select correct laundry method in accordance with standard procedure. *		
• Wash clothes, and linen according to label and washing instructions*		
• Use laundry equipment in accordance with manufacturer's instruction.*		
• Free clothes, and linen from stain, dirt and unpleasant odor after washing based on procedures.*		
• Sundry/machine dry washed clothes, linen and fabric as per instructions.*		
• Free dry clothes, linen and fabric from unpleasant odor and static cling.*		
• Clean washing area in accordance with safety and health procedures.*		
• Clean equipment after use in accordance with manufacturer's instructions.*		
• Store all cleaning materials and equipment following safety procedures.*		
• Carry out or arranges routine maintenance as per standard operating procedures.*		
<b>Dry clothes and linen *</b>		
• Dry wash clothes, linen and fabric according to procedures.*		
• Prepare drying machine according to procedure.*		

<ul style="list-style-type: none"> <li>Remove dry clothes, linen and fabric when dryer bell rings or stops to prevent wrinkles and to minimize need for ironing.*</li> </ul>		
<ul style="list-style-type: none"> <li>Dry clothes, linen and fabric without wrinkles according to procedures.*</li> </ul>		
<b>Iron clothes and linens *</b>		
<ul style="list-style-type: none"> <li>Do ironing in accordance to the standard procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Fold, hanged, and stored ironed clothes and linens at designated cabinets as per instructions.*</li> </ul>		
<ul style="list-style-type: none"> <li>Store ironing equipment and materials in the appropriate area following safety procedures.*</li> </ul>		
<b>PREPARE HOT AND COLD MEALS</b>		
<b>Prepare ingredients according to recipes*</b>		
<ul style="list-style-type: none"> <li>Select ingredients in accordance with the recipe*</li> </ul>		
<ul style="list-style-type: none"> <li>Perform “Mise en place” as per standard operating procedure*</li> </ul>		
<ul style="list-style-type: none"> <li>Perform thawing of frozen ingredients*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare meat, seafoods, and vegetables according to required cutting procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Practice waste segregation and disposal*</li> </ul>		
<b>Cook meals and dishes according to recipes*</b>		
<ul style="list-style-type: none"> <li>Cook soup as per menu.*</li> </ul>		
<ul style="list-style-type: none"> <li>Cook vegetable dishes according to recipe.*</li> </ul>		
<ul style="list-style-type: none"> <li>Cook meat and poultry dishes according to culinary method *</li> </ul>		
<ul style="list-style-type: none"> <li>Cook poultry and game dishes according to recipe.*</li> </ul>		
<ul style="list-style-type: none"> <li>Cook seafood dishes according to recipe.*</li> </ul>		
<ul style="list-style-type: none"> <li>Cook egg dishes according to client’s preference.*</li> </ul>		
<ul style="list-style-type: none"> <li>Cook pasta and farinaceous dishes according to recipe.*</li> </ul>		
<b>Present cooked dishes*</b>		
<ul style="list-style-type: none"> <li>Standard serving portion.*</li> </ul>		

<ul style="list-style-type: none"> <li>Develop and correct presentation of cooked dishes in accordance with Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Maintain and check food quality as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Ensure time and temperature condition of foods before serving based on freezing temperature.*</li> </ul>		
<b>Prepare sauces, dressings and garnishes*</b>		
<ul style="list-style-type: none"> <li>Prepare materials, equipment/utensils prior to preparation of sauces, dressings and garnishes as per establishment standards.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare sauces, garnishes, hot and cold dressing as per establishment standards.*</li> </ul>		
<b>Prepare appetizers*</b>		
<ul style="list-style-type: none"> <li>Prepare d'houevres according to requirement and preference of client.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare canape's according to requirement for preference of client.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare finger foods according to requirement of preference of client.*</li> </ul>		
<b>Prepare desserts and salads *</b>		
<ul style="list-style-type: none"> <li>Prepare materials, equipment/utensils use for cooking as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare sherbets, ices and ice cream in accordance with prescribed procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare full desserts as per prescribed procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare pastry desserts as per prescribed procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare mousse as per prescribed procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare cold salads and molded salads as per prescribed procedures.*</li> </ul>		
<b>Prepare sandwiches*</b>		
<ul style="list-style-type: none"> <li>Prepare hot sandwiches as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare cold dressings as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare hot sauces as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare cold sauces as per Standard operating procedure</li> </ul>		
<b>Store excess food and ingredients*</b>		

<ul style="list-style-type: none"> <li>• Store unconsumed cook food according to procedures.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Store excess ingredients according to client's requirement.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Implement proper method of refrigeration as per Standard operating procedure</li> </ul>		
<ul style="list-style-type: none"> <li>• Implement proper storing of dry and wet food/ingredients in accordance with Standard operating procedure</li> </ul>		
<b>Convert unconsumed cooked food*</b>		
<ul style="list-style-type: none"> <li>• Convert/transform unconsumed cook food into new dishes as per Standard operating procedures</li> </ul>		
<ul style="list-style-type: none"> <li>• Store/freeze unconsumed cooked food accordance with establishment standards.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Freeze packed/wrapped uncooked foods at zero degrees F temperature and in accordance with establishment standards.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare packed/wrap food for storage as per establishment standards.*</li> </ul>		
<ul style="list-style-type: none"> <li>• Maintain uncooked food at proper temperature and as per establishment standards.*</li> </ul>		
<b>PREPARE FOOD AND BEVERAGE SERVICE</b>		
<b>Prepare dining area</b>		
<ul style="list-style-type: none"> <li>• Check dining area for cleanliness prior to service in accordance with standard operating procedures and when required, take corrective actions.</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare and adjust dining environment to ensure comfort and ambience of client and as appropriate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Set up furniture in accordance with standard operating procedures.</li> </ul>		
<ul style="list-style-type: none"> <li>• Check tables and table settings for stability, and easy access to client and at all times</li> </ul>		
<ul style="list-style-type: none"> <li>• Check and prepare equipment for service and as per SOPs.</li> </ul>		
<b>Set-up table</b>		
<ul style="list-style-type: none"> <li>• Inspect table as to cleanliness and its condition.</li> </ul>		
<ul style="list-style-type: none"> <li>• Select, inspect and prepare table cloth as to cleanliness and without creases</li> </ul>		
<ul style="list-style-type: none"> <li>• Laid table drop cloth on the table accordingly.</li> </ul>		
<ul style="list-style-type: none"> <li>• Laid serviettes are folded on the table.</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare centerpiece with necessary tools and materials, and placed on the table</li> </ul>		

<ul style="list-style-type: none"> <li>Select required table appointments according to the style of table service required.</li> </ul>		
<ul style="list-style-type: none"> <li>Set up required table appointments on the table.</li> </ul>		
<ul style="list-style-type: none"> <li>Present and serve aperitif/pre-food service wine from the right side of the guest/employer.</li> </ul>		
<ul style="list-style-type: none"> <li>Serve food and drink according to the menu for the da</li> </ul>		
<ul style="list-style-type: none"> <li>Bussed out table appointments used from the right side of the guest/employer when he/she is done with the particular food served</li> </ul>		
<ul style="list-style-type: none"> <li>Clean and store table appointments, tools and equipment used during the service in accordance to the standard procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Clean and sanitize area</li> </ul>		
<b>Prepare coffee and other beverages</b>		
<ul style="list-style-type: none"> <li>Chose, prepare and inspect coffee maker and other equipment as to cleanliness and functionality according to Standard Operating Procedure.</li> </ul>		
<ul style="list-style-type: none"> <li>Set up coffee filter according to standard procedure.</li> </ul>		
<ul style="list-style-type: none"> <li>Measure required coffee granules and water</li> </ul>		
<ul style="list-style-type: none"> <li>Operate coffee maker according to standard operating procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Select wine according to the menu to be serve</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare other beverages according to employer's preference</li> </ul>		
<ul style="list-style-type: none"> <li>Serve coffee/tea at the right side of the guest/employer with appropriate temperature</li> </ul>		
<ul style="list-style-type: none"> <li>Operate coffee maker according to standard operating procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Select wine according to the menu to be serve</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare other beverages according to employer's preference</li> </ul>		
<ul style="list-style-type: none"> <li>Serve coffee/tea at the right side of the guest/employer with appropriate temperature</li> </ul>		
<ul style="list-style-type: none"> <li>Operate coffee maker according to standard operating procedures</li> </ul>		
<b>Serve food and beverage</b>		
<ul style="list-style-type: none"> <li>Check foods for completeness and correctness before serving.</li> </ul>		
<ul style="list-style-type: none"> <li>Place foods on the tray and carried using the left hand and in accordance with food and beverage serving procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Serve foods from the left side using the left hand in serving as per SOPs.</li> </ul>		

• Fill/refill water goblets from the right side without spilling as per SOPs.		
• Take beverage from the bar/kitchen and inspected for complete garnishing (if any).		
• Serve beverage on a bar tray from the right side of the client being served as per SOPs		
• Ask clients politely if they are finished as per SOPs		
• Buss out soiled plates/flat wares from the right side of the family members and brought to the washing station/area as per SOPs.		
• Crumb table as per standard operating procedure		
• Remove side plates and knives from the table as per SOPs.		
• Remove condiments/shakers and other soiled items from the table as per SOPs.		
• Replace ashtrays as per SOPs.		
• Ask additional requests politely from clients as per SOP		
• Check clients' needs from time to time until they move out from the dining area as per SOPs.		
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.		
<b>Candidate's signature:</b>	<b>Date:</b>	