

Reference. No.																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SELF-ASSESSMENT GUIDE

Qualification	DOMESTIC WORK NC II		
COC 1 : Unit of Competency Covered:	<ul style="list-style-type: none"> • CLEAN LIVING ROOM, DINING ROOM, BEDROOMS, BATHROOM AND KITCHEN 		
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. 			
Am I aware	YES	NO	
<ul style="list-style-type: none"> • 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? 			
<ul style="list-style-type: none"> • Of my rights, privileges and obligations? 			
<ul style="list-style-type: none"> • Of my duties and responsibilities? 			
<ul style="list-style-type: none"> • Of my employer's rights, duties and responsibilities? 			
Can I?	YES	NO	
CLEAN LIVING ROOM, DINING ROOM, BEDROOMS, BATHROOM AND KITCHEN			
Clean surfaces and floors*			
<ul style="list-style-type: none"> • Use appropriate removal/cleaning equipment, supplies, materials, procedures and techniques in accordance with soil and litter types and established.* 			
<ul style="list-style-type: none"> • Remove all waste from surface based on procedures.* 			
<ul style="list-style-type: none"> • Select and apply suitable maintenance procedures based on identified floor types and surface textures.* 			
<ul style="list-style-type: none"> • Perform cleaning, polishing and sweeping according to standard operating procedures.* 			
<ul style="list-style-type: none"> • Use cleaning, polishing and sweeping equipment, supplies and materials following safety procedures and manufacturer's specifications.* 			
<ul style="list-style-type: none"> • Cleansed cleaning/polishing equipment after use in accordance with relevant safety procedures and manufacturer's instructions.* 			

<ul style="list-style-type: none"> • Stored all cleaning, polishing, sweeping materials and equipment as per standard operating procedures (SOPs).* 		
<ul style="list-style-type: none"> • Carry out routine maintenance as per SOPs.* 		
Clean furnishing and fixtures*		
<ul style="list-style-type: none"> • Cleaned furnishings and fixtures in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Positioned furniture based on comfort and convenience and room lay out.* 		
<ul style="list-style-type: none"> • Cleaned equipment after use in accordance with relevant safety and manufacturer's instructions.* 		
<ul style="list-style-type: none"> • Stored all cleaning materials and equipment following SOPs.* 		
<ul style="list-style-type: none"> • Carried out or arranges routine maintenance as per standard operating procedures.* 		
Make up beds and cots*		
<ul style="list-style-type: none"> • Aired, frees mattress from dust and vacuum in accordance with SOPs.* 		
<ul style="list-style-type: none"> • Replaced soiled linens and pillowcases in accordance with SOPs.* 		
<ul style="list-style-type: none"> • Centered and mitered linens when replaced as per SOPs.* 		
<ul style="list-style-type: none"> • Maked-up beds and cots according to prescribed procedure.* 		
<ul style="list-style-type: none"> • Aired, frees mattress from dust and vacuum in accordance with SOPs.* 		
Clean bedroom and bathroom*		
<ul style="list-style-type: none"> • Cleaned ceilings and walls in accordance with standard operating procedures and techniques.* 		
<ul style="list-style-type: none"> • Wiped clean window edges and sills in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Scrubbed and disinfected bath tub, lavatory and toilet bowls in accordance with standard operating procedures and techniques.* 		
<ul style="list-style-type: none"> • Washed and cleaned accessories in accordance with standard operating procedures and techniques.* 		
<ul style="list-style-type: none"> • Replenished bathroom supplies and defective accessories replaced as per SOPs.* 		
<ul style="list-style-type: none"> • Cleaned equipment after use in accordance with manufacturer's instruction.* 		
<ul style="list-style-type: none"> • Stored all cleaning materials and equipment in a safe place as per SOPs.* 		
<ul style="list-style-type: none"> • Carry out or arranges routine maintenance as per standard operating procedures.* 		

Sanitize rooms*		
<ul style="list-style-type: none"> • Measure and mix 100% accurately sanitizing agents in accordance with relevant safety regulations.* 		
<ul style="list-style-type: none"> • Dispose excess mixtures of sanitizing agents according to environmental requirements.* 		
<ul style="list-style-type: none"> • Sanitize rooms in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Clean equipment after use in accordance with manufacturer's instructions.* 		
<ul style="list-style-type: none"> • Store all cleaning materials and equipment in a safe place as per SOPs.* 		
<ul style="list-style-type: none"> • Carry out or arranges routine maintenance as per standard operating procedures.* 		
Maintain clean room environment*		
<ul style="list-style-type: none"> • Check and maintain all equipment and cleaning paraphernalia according to manufacturer's instructions.* 		
<ul style="list-style-type: none"> • Remove and dispose all wastes in accordance with employer's requirements.* 		
<ul style="list-style-type: none"> • Shift all movable furniture and fittings to allow access to hidden dust/waste/dirt and as per SOPs.* 		
<ul style="list-style-type: none"> • Check regularly rooms for orderliness/tidiness in accordance with employer's requirements.* 		
Clean kitchen*		
<ul style="list-style-type: none"> • Wash soil dishes, pots, pans and linen in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Store cleand/dry dishes, pots and pans as per standard operating procedures.* 		
<ul style="list-style-type: none"> • Clean kitchen appliances in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Wipe kitchen fixtures, tables and chairs in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Mop and dry floor in accordance with standard operating procedures.* 		
<ul style="list-style-type: none"> • Inspect and replenish kitchen supplies in accordance with standard operating procedures.* 		
<p>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.</p>		
Candidate's signature:	Date:	