

Reference. No.

To be filled up by the Processing Officer

SELF-ASSESSMENT GUIDE

Qualification:	DOMESTIC WORK NC II		
COC:	CLEAN LIVING ROOM, DINING ROOM, BEDROOMS, TOILET 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	
• 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?			
Can I?	YES	NO	
• Clean ceilings, walls, window edges, sills and surfaces using suitable cleaning procedures and techniques			
• Sweep and polish floors using appropriate polishing and sweeping procedures and according to floor types			
• Use appropriate cleaning supplies, materials and equipment according to soil and litter types			
• Clean furnishings and fixtures			
• Dust curtains, draperies, furniture and room accessories			
• Empty ash trays and waste baskets			
• Vacuum carpets			
• Position furniture to give comfort, convenience and match room lay-out			
• Clean and store polishing/cleaning equipment and tools after use following safety procedures and manufacturer's specifications			

• Store cleaning supplies and materials		
• Carry out routine cleaning maintenance following standard operating procedures		
• Vacuum mattress and replace soiled linens, pillowcases and towels with clean, fresh and ironed linens, pillowcases and towels		
• Make up beds and cots		
• Clean bathroom ceilings and tile walls with suitable cleaning supplies, materials and equipment		
• Scrub and disinfect bath tub, lavatory and toilet bowls		
• Replenish bathroom supplies and replace defective bathroom accessories		
• Sanitize rooms and maintain a clean room environment		
• Wash soiled dishes, pots and pans		
• Store cleaned/dried dishes, pots, pans and linens		
• Clean kitchen appliances, fixtures, tables and chairs		
• Mop and dry kitchen floor and walls		
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 signature:	Date:	

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Qualification:	DOMESTIC WORK NC II		
COC 2:	WASH AND IRON CLOTHES, LINEN AND FABRIC		
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	
• 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?			
Can I?	YES	NO	
• Check and sort soiled clothes, linens and fabrics according to texture, color, size and defects			
• Wear personal protective paraphernalia while using stain removing agents/chemicals			
• Treat and remove stain using appropriate removing agents or chemicals			
• Store all stain removing agents and chemicals after use			
• Prepare laundry area, washing equipment, laundry supplies and materials			
• Perform laundry			
• Dry clothes, linens and fabrics			
• Iron and fold clothes, linens and fabrics and store in designated cabinets			
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 signature:	Date:		

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SELF-ASSESSMENT GUIDE

Qualification:	DOMESTIC WORK NC II		
COC 3:	<ul style="list-style-type: none"> PREPARE HOT AND COLD MEALS/FOOD 		
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	
<ul style="list-style-type: none"> Prepare ingredients according to recipes 			
<ul style="list-style-type: none"> Cook soup and vegetable dishes according to recipe 			
<ul style="list-style-type: none"> Cook pasta grain and farinaceous dishes according to recipe 			
<ul style="list-style-type: none"> Cook meat and egg dishes and sea food according to culinary methods and recipe 			
<ul style="list-style-type: none"> Present cooked dishes 			
<ul style="list-style-type: none"> Check and maintain quality of cooked dishes before serving 			
<ul style="list-style-type: none"> Prepare appetizers 			
<ul style="list-style-type: none"> Prepare sauces, dressings and garnishes 			
<ul style="list-style-type: none"> Prepare desserts and salads 			

<ul style="list-style-type: none"> • Store excess foods and ingredients 		
<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>		
<p>Candidate's signature:</p>	<p>Date:</p>	

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Qualification:	DOMESTIC WORK NC II		
COC 4:	PROVIDE FOOD AND BEVERAGE SERVICE		
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	
• 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?			
Can I?	YES	NO	
• Prepare dining area prior to service			
• Set-up table			
• Lay table cloth without creases			
• Lay table appointment and fold napkins on the table			
• Check food for completeness and correctness before serving			
• Place foods on tray using the left hand and according to food and beverage serving procedures			
• Serve the food from the left side using the left hand in serving			
• Fill/refill water goblets from the right side without spilling			
• Serve beverage on a bar tray from the right side of the client being served			

<ul style="list-style-type: none"> • Check from time to time the needs of the client until they moved out from the dining area 		
<ul style="list-style-type: none"> • Buss out soiled plates/flat wares from the right side of the client and bring these to the washing area. 		
<ul style="list-style-type: none"> • Remove side plates, knives, condiments/shakers, ashtrays and other soiled items 		
<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>		
<p>Candidate's signature:</p>	<p>Date:</p>	