# SELF ASSESSMENT GUIDE

## Qualification:
**CAREGIVING NC II**

## Projects: for Full Qualification
- Provide Care and Support to Infants/Toddlers and Children
- Provide Care and Support to Elderly and People with Special Needs
- Perform Housekeeping Activities

## Units of Competency:
- Provide care and support to infants/toddlers
- Provide care and support to children
- Foster social, intellectual, creative and emotional development of children
- Foster the physical development of children
- Provide care and support to elderly
- Provide care and support to people with special needs
- Maintain healthy and safe environment
- Respond to emergency
- Clean living room, dining room, bedrooms, toilet and bathroom
- Wash and iron clothes, linens and fabrics
- Prepare hot and cold meals
- Practice career professionalism in the workplace

## Instruction:
- 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 answers.

## Can I?

<table>
<thead>
<tr>
<th>Project 1: PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide care and support to infants/toddlers and children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand the characteristics of infants/toddlers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify signs of hunger, distress and pain demonstrated by infants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish bonding with infants and toddlers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform proper hand washing techniques and procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform procedures in bathing and dressing infants and toddlers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change infant diapers appropriately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare milk formula as prescribed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform procedures in feeding and burping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide activities to put infants and toddlers to rest and sleep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Provide care and support to children

- Teach hygiene practices to children
- Deal with bathroom/comfort room accidents in a manner that provide protection to the child’s esteem and privacy
- Dress up children according to weather condition and/or child’s culture/preferences
- Follow safe handling and maintenance of child’s school paraphernalia, toys and other personal things
- Perform the procedures in taking vital signs

### Foster physical development of children

- Explain the physical growth and development of infant/toddler
- Determine types of activities that will foster physical development
- Organize indoor and outdoor recreational activities that enhance growth and motor skills development
- Understand the importance of rest and sleep for child’s growth
- Understand the social, intellectual, creative and emotional development of children

### Foster social, intellectual, creative and emotional development of children

- Provide activities that will develop self-help skills and independence
- Provide opportunities for children to express their feelings, ideas and needs
- Enhance children’s awareness and creativity
- Foster positive discipline
- Respect individual differences of children

### Respond to emergencies

- Perform CPR to infant/toddler
- Handle properly infant milk choking
- Respond to convulsion due to high fever

### Prepare hot and cold meals

- Prepare foods suited to child’s age, health and cultural requirements
- Ensure freshness/quality of food serving
### Maintain healthy and safe environment

- Determine environmental, health and safety standards
- Identify potential hazards indoor and outdoor
- Follow safety procedures and regulations

### Establish Professionalism at The Workplace

- Observe and maintain personal hygiene and good grooming at all times
- Maintain cleanliness and orderliness of workplace
- Consider culture, customs and traditions of client

### Project 2: PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS

#### Provide care and services to elderly

- Understand the characteristics of general aging process*
- Identify the physical and psychological needs of elderly*
- Use effective communication skills*
- Assist elderly in their personal needs*
- Assist elderly in performing daily activities*
- Maintain respect on right and preferences of the elderly client*
- Provide safety precautions in the environment*

#### Provide care and services to people with special needs

- Establish appropriate relationship to people with special needs*
- Understand the requirements of people with special needs*
- Assist people with special needs in meeting their requirements*
- Assist in maintaining an environment that enables people with special need to have maximum independent living*
## Maintain healthy and safe environment

- Determine environmental, health and safe hazards*
- Maintain proper lighting, heating and cooling ventilation*
- Observe organizational policies and procedures for safety and environmental protection*
- Recognize symbols of hazardous materials ex. Flammable*

## Respond to emergencies

- Observe universal rules of precaution for infection control*
- Use appropriate protection device for infection control*
- Recognize emergency sign and symptoms of illness (heart disease CVA, diabetes, etc)*
- Seek for medical assistance as necessary according to policies and procedure*
- Provide comfort and assurance*
- Identify first aid procedures*
- Perform adult CPR*

## Prepare hot and cold meals

- Plan meals according to health and cultural preferences*
- Prepare and cooks ingredients according to recipe*
- Identify the uses and specifications of cooking tools and equipment*
- Perform basic table setting and servicing*
- Ensure freshness/quality of food served*
- Observe safety and maintenance of cooking tools and equipment*
- Observe personal hygiene and sanitation while cooking *

## Establish professionalism in the workplace

- Exhibit willingness, enthusiasm and commitment to do the job*
- Assume full responsibility of work*
- Consider culture, customs and traditions of client*
- Observe positive work values and ethics*
- Maintain personal hygiene and good grooming at all times*
- Maintain professional relationship with client*
**Project 3: PERFORM HOUSEKEEPING ACTIVITIES**

**Maintain healthy and safe environment**
- Use the appropriate cleaning tools and equipment*
- Determine environmental, health and safe hazard*
- Recognize symbols of hazardous materials (flammable, toxic)*
- Follow safety procedures and regulations*

**Clean living, dining and bedroom, toilet and bathroom**
- Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*
- Operate and maintain cleaning tools and equipment*
- Utilize appropriate cleaning materials and supplies*
- Dispose garbage and contaminated waste properly*
- Utilize proper sanitation techniques for infection control*
- Observe safety rules in cleaning*
- Arrange furnishings and fixtures for comfort, convenience and safety*
- Observe safety rules to prevent injury and damage to property*

**Wash and iron clothes, linens and fabrics**
- Perform techniques in sorting soiled clothes, linen and fabrics*
- Mend torn clothing, linen and fabric*
- Use appropriate chemical agents to remove stains*
- Observe safety precautions in the use of chemical agents*
- Perform laundry techniques and procedures*
- Operate clothes dryer according to manufacturer’s instructions*
- Provide maintenance for washing machine and clothes dryer*
- Perform the proper procedure and techniques in ironing*
**Establish professionalism at the workplace**

- Exhibit willingness and enthusiasm and commitment to do the job*
- Observe positive work values and ethics*
- Maintain integrity and high degree of proficiency in the workplace*
- Observe and maintains personal hygiene and good grooming at all times*

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.

<table>
<thead>
<tr>
<th>Candidate’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
# SELF ASSESSMENT GUIDE
(COC)

<table>
<thead>
<tr>
<th>Qualification:</th>
<th>CAREGIVING NC II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Competency:</td>
<td>PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN</td>
</tr>
<tr>
<td>Units of Competency:</td>
<td>Provide care and support to infants/toddlers</td>
</tr>
<tr>
<td></td>
<td>Provide care and support to children</td>
</tr>
<tr>
<td></td>
<td>Foster social, intellectual, creative and emotional development of children</td>
</tr>
<tr>
<td></td>
<td>Foster the physical development of children</td>
</tr>
<tr>
<td></td>
<td>Provide care and support to elderly</td>
</tr>
<tr>
<td></td>
<td>Provide care and support to people with special needs</td>
</tr>
<tr>
<td></td>
<td>Maintain healthy and safe environment</td>
</tr>
<tr>
<td></td>
<td>Respond to emergency</td>
</tr>
<tr>
<td></td>
<td>Clean living room, dining room, bedrooms, toilet and bathroom</td>
</tr>
<tr>
<td></td>
<td>Wash and iron clothes, linens and fabrics</td>
</tr>
<tr>
<td></td>
<td>Prepare hot and cold meals</td>
</tr>
<tr>
<td></td>
<td>Practice career professionalism in the workplace</td>
</tr>
</tbody>
</table>

**Instruction:**

a. Read each of the questions in the left-hand column of the chart.
b. Place a check in the appropriate box opposite each question to indicate your answers.

<table>
<thead>
<tr>
<th>Can I?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**Provide care and support to infants/toddlers and children**

- Understand the characteristics of infants/toddlers
- Identify signs of hunger, distress and pain demonstrated by infants
- Establish bonding with infants and toddlers
- Perform proper hand washing techniques and procedures
- Perform procedures in bathing and dressing infants and toddlers
- Change infant diapers appropriately
- Prepare milk formula as prescribed
- Perform procedures in feeding and burping
- Provide activities to put infants and toddlers to rest and sleep
- Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers
### Provide care and support to children
- Teach hygiene practices to children
- Deal with bathroom/comfort room accidents in a manner that provide protection to the child’s esteem and privacy
- Dress up children according to weather condition and/or child’s culture/preferences
- Follow safe handling and maintenance of child’s school paraphernalia, toys and other personal things
- Perform the procedures in taking vital signs

### Foster physical development of children
- Explain the physical growth and development of infant/toddler
- Determine types of activities that will foster physical development
- Organize indoor and outdoor recreational activities that enhance growth and motor skills development
- Understand the importance of rest and sleep for child’s growth
- Understand the social, intellectual, creative and emotional development of children

### Foster social, intellectual, creative and emotional development of children
- Provide activities that will develop self-help skills and independence
- Provide opportunities for children to express their feelings, ideas and needs
- Enhance children’s awareness and creativity
- Foster positive discipline
- Respect individual differences of children

### Respond to emergencies
- Perform CPR to infant/toddler
- Handle properly infant milk choking
- Respond to convulsion due to high fever

### Prepare hot and cold meals
- Prepare foods suited to child’s age, health and cultural requirements
- Ensure freshness/quality of food serving
### Maintain healthy and safe environment

- Determine environmental, health and safety standards
- Identify potential hazards indoor and outdoor
- Follow safety procedures and regulations

### Establish Professionalism at The Workplace

- Observe and maintain personal hygiene and good grooming at all times
- Maintain cleanliness and orderliness of workplace
- Consider culture, customs and traditions of client

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: |
## SELF ASSESSMENT GUIDE

### Qualification:
CAREGIVING NC II

### Certificate of Competency:
PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS

### Units of Competency:
- PROVIDE CARE AND SUPPORT TO ELDERLY
- PROVIDE CARE AND SUPPORT TO PEOPLE WITH SPECIAL NEEDS
- MAINTAIN HEALTHY AND SAFE ENVIRONMENT
- RESPOND TO EMERGENCIES
- PREPARE HOT AND COLD MEALS
- ESTABLISH PROFESSIONALISM AT WORKPLACE

### Instruction:
a. Read each of the questions in the left-hand column of the chart.
b. Place a check in the appropriate box opposite each question to indicate your answers.

### Can I?

<table>
<thead>
<tr>
<th>Provide care and services to elderly</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Understand the characteristics of general aging process*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identify the physical and psychological needs of elderly*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Use effective communication skills*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist elderly in their personal needs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist elderly in performing daily activities*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Maintain respect on right and preferences of the elderly client*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide safety precautions in the environment*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provide care and services to people with special needs</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Establish appropriate relationship to people with special needs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Understand the requirements of people with special needs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist people with special needs in meeting their requirements*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist in maintaining an environment that enables people with special need to have maximum independent living*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain healthy and safe environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Determine environmental, health and safe hazards*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Maintain proper lighting, heating and cooling ventilation*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Observe organizational policies and procedures for safety and environmental protection*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recognize symbols of hazardous materials ex. Flammable*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respond to emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Observe universal rules of precaution for infection control*</td>
</tr>
<tr>
<td>• Use appropriate protection device for infection control*</td>
</tr>
<tr>
<td>• Recognize emergency sign and symptoms of illness (heart disease CVA, diabetes, etc)*</td>
</tr>
<tr>
<td>• Seek for medical assistance as necessary according to policies and procedure*</td>
</tr>
<tr>
<td>• Provide comfort and assurance*</td>
</tr>
<tr>
<td>• Identify first aid procedures*</td>
</tr>
<tr>
<td>• Perform adult CPR*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare hot and cold meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plan meals according to health and cultural preferences*</td>
</tr>
<tr>
<td>• Prepare and cooks ingredients according to recipe*</td>
</tr>
<tr>
<td>• Identify the uses and specifications of cooking tools and equipment*</td>
</tr>
<tr>
<td>• Perform basic table setting and servicing*</td>
</tr>
<tr>
<td>• Ensure freshness/quality of food served*</td>
</tr>
<tr>
<td>• Observe safety and maintenance of cooking tools and equipment*</td>
</tr>
<tr>
<td>• Observe personal hygiene and sanitation while cooking *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Establish professionalism in the workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exhibit willingness, enthusiasm and commitment to do the job*</td>
</tr>
<tr>
<td>• Assume full responsibility of work*</td>
</tr>
<tr>
<td>• Consider culture, customs and traditions of client*</td>
</tr>
<tr>
<td>• Observe positive work values and ethics*</td>
</tr>
<tr>
<td>• Maintain personal hygiene and good grooming at all times*</td>
</tr>
<tr>
<td>• Maintain professional relationship with client*</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Candidate’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
## SELF ASSESSMENT GUIDE

**Qualification:** CAREGIVING NC II  
**Certificate of Competency:** PERFORM HOUSEKEEPING ACTIVITIES

### Units of Competency:
- **MAINTAIN HEALTHY AND SAFE ENVIRONMENT**
- **CLEAN LIVING, DINING AND BEDROOM, TOILET AND BATHROOM**
- **WASH AND IRON CLOTHES, LINEN AND FABRICS**
- **ESTABLISH PROFESSIONALISM AT THE WORKPLACE**

### Instruction:
- a. Read each of the questions in the left-hand column of the chart.
- b. Place a check in the appropriate box opposite each question to indicate your answers.

<table>
<thead>
<tr>
<th>Can I?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

### Maintain healthy and safe environment
- Use the appropriate cleaning tools and equipment*
- Determine environmental, health and safe hazard*
- Recognize symbols of hazardous materials (flammable, toxic)*
- Follow safety procedures and regulations*

### Clean living, dining and bedroom, toilet and bathroom
- Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*
- Operate and maintains cleaning tools and equipment*
- Utilize appropriate cleaning materials and supplies*
- Dispose garbage and contaminated waste properly*
- Utilize proper sanitation techniques for infection control*
- Observe safety rules in cleaning*
- Arrange furnishings and fixtures for comfort, convenience and safety*
- Observe safety rules to prevent injury and damage to property*

### Wash and iron clothes, linens and fabrics
- Perform techniques in sorting soiled clothes, linen and fabrics*
- Mend torn clothing, linen and fabric*
- Use appropriate chemical agents to remove stains*
- Observe safety precautions in the use of chemical agents*
- Perform laundry techniques and procedures*
- Operate clothes dryer according to manufacturer’s instructions*
- Provide maintenance for washing machine and clothes dryer*
- Perform the proper procedure and techniques in ironing*

**Establish professionalism at the workplace**

- Exhibit willingness and enthusiasm and commitment to do the job*
- Observe positive work values and ethics*
- Maintain integrity and high degree of proficiency in the workplace*
- Observe and maintains personal hygiene and good grooming at all times*

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.

<table>
<thead>
<tr>
<th>Candidate’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>