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SELF-ASSESSMENT GUIDE

Qualification	DOMESTIC WORK NC II		
COC 2 : Unit of competency covered	<ul style="list-style-type: none"> WASH AND IRON CLOTHES AND LINEN 		
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	
Check and sort clothes linens			
<ul style="list-style-type: none"> Sort soil clothes and linen according to texture, color, size and defects[‡] 			
<ul style="list-style-type: none"> Prioritize sorted items according to the cleaning process required and the urgency of the procedure[*] 			
<ul style="list-style-type: none"> Sew/darn defective clothing, linen and fabric using appropriate threads and stitches.[*] 			
Remove stains[*]			
<ul style="list-style-type: none"> Wear personal protective equipment in accordance with standard operating procedures[*] 			
<ul style="list-style-type: none"> Use stain removing agents / chemicals to remove stains in accordance with manufacturer's instructions[*] 			
<ul style="list-style-type: none"> Treat and remove stains using correct chemicals or agents.[*] 			
<ul style="list-style-type: none"> Store all stain removing agents and chemicals following safety procedures[*] 			
Prepare washing equipment and supplies[*]			

<ul style="list-style-type: none"> • Clean and make laundry area ready at all times* 		
<ul style="list-style-type: none"> • Prepare and make laundry supply and materials available in accordance to standard procedures* 		
<ul style="list-style-type: none"> • Inspect electrical wiring and functionality of laundry equipment per the manual procedures* 		
<ul style="list-style-type: none"> • Check and prepare washing machine for operation per manual procedures.* 		
Perform laundry*		
<ul style="list-style-type: none"> • Select correct laundry method in accordance with standard procedure. * 		
<ul style="list-style-type: none"> • Wash clothes, and linen according to label and washing instructions* 		
<ul style="list-style-type: none"> • Use laundry equipment in accordance with manufacturer's instruction.* 		
<ul style="list-style-type: none"> • Free clothes, and linen from stain, dirt and unpleasant odor after washing based on procedures.* 		
<ul style="list-style-type: none"> • Sundry/machine dry washed clothes, linen and fabric as per instructions.* 		
<ul style="list-style-type: none"> • Free dry clothes, linen and fabric from unpleasant odor and static cling.* 		
<ul style="list-style-type: none"> • Clean washing area in accordance with safety and health 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 following safety procedures.* 		
<ul style="list-style-type: none"> • Carry out or arranges routine maintenance as per standard operating procedures.* 		
Dry clothes and linen *		
<ul style="list-style-type: none"> • Dry wash clothes, linen and fabric according to procedures.* 		
<ul style="list-style-type: none"> • Prepare drying machine according to procedure.* 		
<ul style="list-style-type: none"> • Remove dry clothes, linen and fabric when dryer bell rings or stops to prevent wrinkles and to minimize need for ironing.* 		
<ul style="list-style-type: none"> • Dry clothes, linen and fabric without wrinkles according to procedures.* 		
Iron clothes and linens *		
<ul style="list-style-type: none"> • Do ironing in accordance to the standard procedures.* 		
<ul style="list-style-type: none"> • Fold, hanged, and stored ironed clothes and linens at designated cabinets as per instructions.* 		

<ul style="list-style-type: none">• Store ironing equipment and materials in the appropriate area following safety 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:	