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### SELF-ASSESSMENT GUIDE

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

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