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### SELF-ASSESSMENT GUIDE

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

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

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