



#### 4. Other Training/Seminars Attended (National Qualification-related)

4.1. Title	4.2. Venue	4.3. Inclusive Dates		4.4. No. of Hours	4.5. Conducted By

(For more information, please use separate sheet)

#### 5. Licensure Examination(s) Passed

5.1. Title	5.2. Year Taken	5.3. Examination Venue	5.4. Rating	5.5. Remarks	5.6. Expiry Date

(For more information, please use separate sheet)

#### 6. Competency Assessment(s) Passed

6.1. Title	6.2. Qualification Level	6.3. Industry Sector	6.4. Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

### ADMISSION SLIP

REFERENCE NUMBER :

BPP

Name of Applicant:

Tel. Number:

Assessment Applied for:

Official Receipt Number:

Date Issued:

*To be accomplished by the Processing Officer*

Name of Assessment Center: **Mindanao State University – Maigo School of Arts and Trades**

Check submitted requirements:

Remarks:

Accomplished Self-Assessment Guide

Bring own Personal Protective Equipment

Three (3) pieces colored passport size pictures

Others. Pls. specify

Assessment Date:

Assessment Time:

PICTURE  
(Passport size)

**JULIET M. ARQUIZA**

Printed Name & Signature of Processing Officer

\_\_\_\_\_  
Printed Name & Signature of Applicant

Date:

Date:

*Note: Please bring this Admission Slip on your assessment date.*

Reference. No.

**SELF-ASSESSMENT GUIDE**

Qualification:	<b>BREAD AND PASTRY PRODUCTION NC II</b>		
Certificate of Competency 1:	<b>BREAD MAKING</b>		
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• Prepare and produce bakery products</li> <li>• Present desserts</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>Can I?</b>	<b>YES</b>	<b>NO</b>	
<input type="checkbox"/> Select, measure and weigh ingredients according to recipe requirements			
<input type="checkbox"/> Prepare variety of bakery products according to standard mixing procedures/ formulation/recipes and desired product characteristics			
<input type="checkbox"/> Select and use appropriate equipment, tools and utensils			
<input type="checkbox"/> Select oven temperature to bake goods in accordance with desired characteristics, recipe specifications and enterprise practices			
<input type="checkbox"/> Bake bakery products according to techniques and appropriate conditions; and enterprise requirements and standards*			
<input type="checkbox"/> Decorate and present products*			
<input type="checkbox"/> Prepare desserts / different types of desserts according to recipe specifications, desired product characteristics and standard operating procedures*			
<input type="checkbox"/> Plate and decorate a variety of dessert products*			
<input type="checkbox"/> Store and package bakery products/ desserts*			
<input type="checkbox"/> Apply food hygiene and safety principles*			
<input type="checkbox"/> Demonstrate knowledge on varieties and characteristics of products and desserts			
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.			
<b>Candidate's Signature:</b>		<b>Date:</b>	

Qualification:	<b>BREAD AND PASTRY PRODUCTION NC II</b>	
Certificate of Competency 2:	<b>PASTRY MAKING</b>	
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• Prepare and produce pastry products</li> <li>• Present desserts</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>Can I?</b>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/> Select, measure and weigh ingredients according to recipe requirements		
<input type="checkbox"/> Prepare variety of pastry products according to standard mixing procedures/ formulation/recipes and desired product characteristics		
<input type="checkbox"/> Select and use appropriate equipment, tools and utensils		
<input type="checkbox"/> Select oven temperature to bake pastry products		
<input type="checkbox"/> Bake pastry products according to techniques and appropriate conditions; and enterprise requirements and standards*		
<input type="checkbox"/> Decorate and present products*		
<input type="checkbox"/> Prepare desserts / other types of desserts according to recipe specifications, desired product characteristics and standard operating procedures*		
<input type="checkbox"/> Plate and decorate a variety of dessert products*		
<input type="checkbox"/> Store and package pastry products/ desserts*		
<input type="checkbox"/> Apply food hygiene and safety principles*		
<input type="checkbox"/> Demonstrate knowledge on varieties and characteristics of pastry products*		
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.		
<b>Candidate's Signature:</b>	<b>Date:</b>	

<b>QUALIFICATION:</b>	<b>BREAD AND PASTRY PRODUCTION NC II</b>	
<b>Certificate of Competency 3:</b>	<b>CAKE MAKING</b>	
<b>Units of Competency Covered:</b>	<ul style="list-style-type: none"> <li>• Present desserts</li> <li>• Prepare and present gateaux, tortes and cakes</li> </ul>	
<p>Instruction:</p> <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>Can I?</b>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/> Select, measure and weigh ingredients according to recipe requirements		
<input type="checkbox"/> Select and use appropriate equipment, tools and utensils		
<input type="checkbox"/> Prepare sponges and cakes		
<input type="checkbox"/> Select oven temperature to bake cake products		
<input type="checkbox"/> Select and prepares fillings		
<input type="checkbox"/> Assemble cakes and fillings		
<input type="checkbox"/> Decorate and present gateaux, tortes and cake products		
<input type="checkbox"/> Plate and decorate cakes/dessert products		
<input type="checkbox"/> Store and package cakes/desserts*		
<input type="checkbox"/> Apply food hygiene and safety principles*		
<input type="checkbox"/> Demonstrate knowledge on varieties and characteristics of specialized cakes *		
<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>	

<b>QUALIFICATION:</b>	<b>BREAD AND PASTRY PRODUCTION NC II</b>	
<b>Certificate of Competency 4:</b>	<b>PETITS FOURS MAKING</b>	
<b>Units of Competency Covered:</b>	<ul style="list-style-type: none"> <li>• Prepare and display petits fours</li> <li>• Present desserts</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>Can I?</b>	<b>YES</b>	<b>NO</b>
• Select, measure and weigh ingredients		
• Select and use appropriate equipment, tools and utensils		
• Select oven temperature to bake petits fours		
• Select and prepare fillings, coatings (finishing), decorations		
• Prepare garnishes, glazes and choux paste		
• Prepare marzipan, caramelized and various types of petits fours		
• Assemble cakes and fillings		
• Decorate and present petits fours		
• Store and package petits fours/desserts*		
• Apply food hygiene and safety principles*		
• Demonstrate knowledge on varieties and characteristics of petits fours products*		
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.		
<b>Candidate's Signature:</b>	<b>Date:</b>	

Evaluated by:	<b><u>FLORITA C. LASCUÑA, EdD</u></b> AC Manager Signature over Printed Name)	<input type="checkbox"/> Qualified for Assessment
	Date:	<input type="checkbox"/> Not Qualified for Assessment

## CONSENT FORM

Relative to the strict implementation on the conduct of Assessment and Certification Program of Technical Education and Skills Development Authority (TESDA), consent from the Assessment Candidate and Assessor (the data subjects) is hereby required pursuant to RA 10173, Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR).

### What information we collect and why

The Assessment Center collects information from the assessment candidates and assessors (data subjects) through Closed Circuit Television (CCTV) cameras which capture and record footages which determine your identity, actions, and whereabouts.

The information collected shall be processed by the Assessment Center and will be shared to TESDA solely for the following purposes:

- Protect the integrity of the assessment and certification process.
- Ensure the assessment and certification process are strictly observed.
- Support the TESDA Internal Audit Service, Regional Offices and Provincial Offices in a bid to deter and detect non-compliance, by providing evidence in support of an audit or enquiry.

Also, the information collected shall be retained by the Assessment Center for a maximum period of two (2) years from the date of recording and shall be destroyed or disposed of thereafter.

### How we share the information we collect

We share your information to TESDA through provision of viewing access in respect to: (1) live stream the actual conduct of competency assessment; (2) conduct of monitoring activities by TESDA in ACs and, (3) conduct of Compliance Audit of TESDA personnel. The following are the authorized individuals that can access your personal information:

- Assessment Center (AC) Manager
- AC designated authorized user/PIC
- TESDA Provincial/District designated Personal Information Controller (PIC)
- TESDA Regional Directors and Provincial Directors
- TESDA Internal Audit Service (IAS) Director and Auditors
- TESDA Designated Auditors for the conduct of Compliance Audits

### How you can access the information we collect

The data subject has the right to reasonable access to, upon demand, the following:

1. Viewing access only on the contents of his or her personal data that were processed;
2. Copy of a still/series of still images of their data. Provided, however, that in case of personal data breach, security incident or an order from a court of competent jurisdiction, the data subject may obtain a copy of the footage. However, in either of

those instances, other people's images should be obscured and the consent of the Regional Office concerned must be obtained before the data shall be released.

3. Names and addresses of recipients of the personal data;
4. Manner by which such data were processed;
5. Reasons for the disclosure of the personal data to recipients;
6. Date when his or her personal data concerning the data subject were last accessed and monitored; and
7. The designation, name or identity, and address of the personal information controller.

The candidate (data subject) has the following right in controlling the information collected:

1. Right to object — the right to object to the processing of his or her personal data, including processing for direct marketing, automated processing or profiling.
2. Right to rectification — the right to dispute the inaccuracy or error in the personal data and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable.
3. Right to erasure or blocking — the right to suspend, withdraw or order the blocking, removal or destruction of his or her personal data from the personal information controller's filing system.



I hereby authorize **MSU-MSAT** and Technical Education and Skills Development Authority (TESDA), to collect, process and share the data indicated herein for the purposes stated above. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR).

\_\_\_\_\_  
Name of Assessment Candidate/Tesda Representative (Data Subject)

\_\_\_\_\_  
Date