

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 : CSS

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.																			
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SELF-ASSESSMENT GUIDE

Qualification Title:	COMPUTER SYSTEMS SERVICING NC II		
Units of Competency Covered	<ul style="list-style-type: none"> • Install and Configure Computer Systems • Setup Computer Networks • Setup Computer Servers • Maintain and Repair Computer Systems Networks 		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
INSTALL AND CONFIGURE COMPUTER SYSTEMS			
<i>Assemble computer hardware</i>			
• Plan and prepare unit for assembly*			
• Identify and obtain materials necessary to complete the work and check against system requirements*			
• Obtain tools, equipment and testing devices to carry out the work and check for correct operation and safety*			
• Assemble following computer hardware according to established OH & S policies and procedures and system requirements* <ul style="list-style-type: none"> • Motherboard and its components • Hard drives and its accessories • Power supply • Peripherals such as keyboard, mouse, cables 			
• Perform Basic Input Output System(BIOS) configuration based on system requirements*			
<i>Prepare installer</i>			
• Create portable bootable devices according to software manufacturer's instruction*			
• Prepare customized installers according to software utilization guide and end-user agreement*			
• Install portable applications according to software user guide and software license*			
<i>Install operating system and drivers for peripherals/ devices</i>			
• Install operating system according to established installation procedure and end-user agreement*			
• Install and configure drivers of peripherals and devices according to manufacturer's instructions and OS installation procedures*			
• Access and install OS and drivers updates/patches based on manufacturer's recommendations and requirements*			
• Check quality of work according to established procedures*			

<i>Install application software</i>		
• Install application software based on installation guides, end-user agreement and license agreement *		
• Carry out variation in application software installation according to manufacturer's recommendations and requirements*		
• Access and install software updates based on manufacturer's recommendations and requirements*		
<i>Conduct testing and documentation</i>		
• Test devices/systems/installation to determine whether they conform to requirements*		
• Conduct stress test to ensure reliability of equipment		
• Follow 5S and 3Rs according to environmental policies		
• Complete and forward the documentation to appropriate personnel and/or authority		
SET UP COMPUTER NETWORKS		
<i>Install network cables</i>		
• Determine and plan cable routes according to network design *		
• Identify and obtain network materials necessary to complete the work according to established procedures and check against system requirements*		
• Obtain tools, equipment and testing devices needed to carry out the installation work in accordance with established procedures and check for correct operation and safety*		
• Use appropriate personal protective equipment and follow OHS policies and procedures		
• Perform copper cable splicing in accordance with the standards such as the 568A and 568B color coding cabling standards*		
• Install network cables and cable raceway in accordance with established procedures and installation requirements* (slotted PVC, metallic raceway, flexible conduit)		
• Perform and check installation work to ensure compliance with requirements*		
• Follow 5S and 3Rs according to environmental policies		
<i>Set network configuration</i>		
• Check network connectivity of each terminal in accordance with network design*		
• Diagnose and remedy network fault or problem in line with the standard operating procedures*		
• Configure network interface card (NIC) settings in accordance with network design* - Configure IP address of all devices are configured		

<ul style="list-style-type: none"> Carry out communication checking between terminals in accordance with OS network configuration guides* (File sharing, Access network resources) 		
<ul style="list-style-type: none"> Respond to unplanned events or conditions in accordance with established procedures* 		
<i>Set router/Wi-Fi/ wireless access point/repeater configuration</i>		
<ul style="list-style-type: none"> Configure and set router* 		
<ul style="list-style-type: none"> Configure client device systems settings in accordance with manufacturer's instructions, end-user preference and network design* 		
<ul style="list-style-type: none"> Configure client computer wi-fi access* 		
<ul style="list-style-type: none"> Configure local area network (LAN) port* 		
<ul style="list-style-type: none"> Configure wide area network (WAN) port* 		
<ul style="list-style-type: none"> Configure wireless settings* 		
<ul style="list-style-type: none"> Configure security/firewall/advance settings* 		
<i>Inspect and test the configured computer networks</i>		
<ul style="list-style-type: none"> Undertake final inspection to ensure that the configuration conforms with the manufacturer's instructions/manual* 		
<ul style="list-style-type: none"> Check computer networks to ensure safe operation* 		
<ul style="list-style-type: none"> Prepare/complete reports according to company requirements* 		
SET UP COMPUTER SERVERS		
<i>Set-up user access</i>		
<ul style="list-style-type: none"> Create user folder in accordance with network operating system features* 		
<ul style="list-style-type: none"> Configure user access level based on NOS features and established network access policies and end-user requirements* 		
<ul style="list-style-type: none"> Perform security check in accordance with established network access policies/end-user requirements* 		
<i>Configure network services</i>		
<ul style="list-style-type: none"> Check normal functions of server in accordance with manufacturer's instructions* 		
<ul style="list-style-type: none"> Install/update required modules/add-ons based on NOS installation procedures* 		
<ul style="list-style-type: none"> Confirm network services to be configured based on user/system requirements* 		
<ul style="list-style-type: none"> Check operation of network services based on user/system requirements* 		
<ul style="list-style-type: none"> Respond to unplanned events or conditions in accordance with established procedure* 		

<i>Perform testing, documentation and pre-deployment procedures</i>		
• Perform pre-deployment procedures based on enterprise policies and procedures*		
• Perform operation and security check based on end-user requirements*		
• Prepare and complete reports according to enterprise policies and requirements*		
MAINTAIN AND REPAIR COMPUTER SYSTEMS AND NETWORKS		
<i>Plan and prepare for maintenance and repair</i>		
• Plan and prepare maintenance and/or diagnosis of faults in line with job requirements*		
• Obtain and check tools, equipment and testing devices for correct operation and safety (Hardware and Software tools)		
• Obtain and check materials necessary to complete the work in accordance with established procedures and checks against job requirements		
• Follow OHS policies and procedures		
• Check computer systems and networks for maintenance against job/service order instructions and specifications*		
<i>Maintain computer systems and networks</i>		
• Use appropriate personal protective equipment in line with standard procedures		
• Check normal function of computer systems and networks based on manufacturer's instructions		
• Perform scheduled/periodic maintenance in accordance with manufacturer's requirements		
• Perform necessary repairs/replacements in accordance with established procedures		
• Respond to unplanned events or conditions in accordance with established procedures		
<i>Diagnose faults of computer systems and networks</i>		
• Diagnose faults or problems in the computer systems and networks according to requirements and in line with the standard procedures*		
• Manage and implement contingency measures in accordance with established procedures		
<i>Rectify/correct defects in computer systems and networks</i>		
• Replace or correct defective components or parts without damage to the surrounding environment or services*		
• Make adjustments, if necessary in accordance with established procedures*		
<i>Inspect and test the computer systems and networks</i>		

• Clean and clear work site of all debris to ensure safety in accordance with company procedures		
• Follow 5S and 4Rs according to environmental policies		
• Undertake final inspections to ensure that the testing conducted on the device conforms with the manufacturer's instructions/manual*		
• Check and test computer systems and networks to ensure safe operation*		
• Prepare and complete reports according to company requirements*		
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 Name & Signature:		Date:

*NOTE: * Critical Aspects of Competency*

Evaluated by:	<u>FLORITA C. LASCUÑA, EdD</u> 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