

Reference. No.

SELF-ASSESSMENT GUIDE

Qualification:	ELECTRICAL INSTALLATION AND MAINTENANCE NC II		
Units of Competency covered:	<ul style="list-style-type: none"> Performing roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems Install Electrical Protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding system Install Wiring Devices of Floor and Wall Mounted Outlet Lighting Fixture/Switches and Auxiliary Outlets 		
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. 			
Can I?	YES	NO	
Performing roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems			
<ul style="list-style-type: none"> Communicate and confirm instructions for the preparation of work activity to ensure clear understanding* 			
<ul style="list-style-type: none"> Interpret electrical plan and detailed drawing* 			
<ul style="list-style-type: none"> Identify and check to ensure that tools, equipment and personnel protective equipment needed to electrical system* 			
<ul style="list-style-type: none"> Identify and check auxiliary equipment, if it works correctly and are safe to use in accordance with established procedures* 			
<ul style="list-style-type: none"> Use safety harness or PPE properly* 			
<ul style="list-style-type: none"> Bend and install type of conduit and cable tray as per job requirement.* 			
<ul style="list-style-type: none"> Perform correct procedures for installation of electrical auxiliary system in line with job requirements* 			
<ul style="list-style-type: none"> Ensure work is completed in an agreed scheduled time in accordance with the quality standard.* 			
<ul style="list-style-type: none"> Respond to unplanned events or conditions accordingly* 			
<ul style="list-style-type: none"> Install conduit and fittings in accordance with standard * 			
<ul style="list-style-type: none"> Perform installation qualification (IQ) activities* 			
<ul style="list-style-type: none"> Perform operational qualification (OQ) activities* 			

Install Electrical Protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding system		
• Communicate and confirm instructions for the preparation of work activity to ensure clear understanding*		
• Interpret electrical plans and detailed drawing*		
• Identify and check to ensure that tools, equipment and PPE needed to electrical system and by auxiliary equipment works correctly and are safe to use in accordance with established procedures*		
• Follow safety procedures and the use of safety harness*		
• Perform correct procedures for the installation/mounting configuration of electrical protective devices and grounding system*		
• Respond to unplanned events or conditions accordingly*		
• Select the types of lighting fixture and auxiliary outlet for the installation*		
• Undertake ongoing checks of quality of work in accordance with instructions and requirements*		
• Terminate/Splice conductors/wires in accordance with the existing electrical standards*		
• Perform final checks to ensure that work conforms to instructions and drawing/diagram. *		
• Perform the installation economically*		
• Perform commissioning activities*		
Install Wiring Devices of Floor and Wall Mounted Outlet Lighting Fixture/Switches and Auxiliary Outlets		
• Read and interpret drawings in accordance with job requirements*		
• Set the lay-out and dimension of electrical drawing or wiring diagram. *		
• Select and identify correct rating, quantity, sizes and type of wiring devices, switches, lighting fixture and convenience outlet*		
• Identify the specifications of materials, tools and equipment		
• Fill up properly requisition forms according to list of materials, tools and equipment		
• Follow safety procedures according to enterprise and government regulations and select the correct PPE in line with safety requirements*		
• Identify defective and/or substandard electrical materials and report to immediate supervisor*		
• Lay out, mount and install electrical components, wiring materials such as conduit and fittings in accordance with standards*		
• Install wiring protective devices and grounding system properly*		

• Install the different types of lighting fixtures/switches as per wiring diagram*		
• Follow work schedule to ensure job is completed on time in accordance to a quality standard and minimum wastage		
• Seek further instructions from immediate supervisor in case of unplanned events or conditions occurring*		
• Undertake with strict compliance ongoing checks of quality of the work in accordance with instructions and requirements		
• Perform the installation economically*		
• Perform commissioning activities*		
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:	<p><u>FLORITA C. LASCUÑA, EdD</u> AC Manager Signature over Printed Name)</p> <p>Date:</p>	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not Qualified for Assessment
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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