

Reference. No.																			
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SELF-ASSESSMENT GUIDE

Qualification :	TECHNICAL DRAFTING NC II (Draft Electrical and Electronic Layout and Details)		
Units of Competency Covered:	<ul style="list-style-type: none"> Draft Architectural Layout and Details Prepare Computer-Aided Drawings Draft Electrical and Electronic Layout and Details 		
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	
• Plan and prepare for work*			
• Prepare drawing materials, tools and set-up equipment for drawing*			
• Lay-out and produce computer-aided architectural drawings and details*			
• Lay-out manually electrical and electronic drawings and details			
• Submit completed drawing*			
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:	Date:		

Qualification :	TECHNICAL DRAFTING NC II (Draft Mechanical Layout and Details)	
Units of Competency Covered:	<ul style="list-style-type: none"> • Draft Architectural Layout and Details • Prepare Computer-Aided Drawings • Draft Mechanical Layout and Details 	
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
• Plan and prepare for work*		
• Prepare drawing materials, tools and set-up equipment for drawing*		
• Lay-out and produce computer-aided architectural drawings and details*		
• Lay-out manually mechanical drawings and details		
• Submit completed drawing*		
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:	Date:	

Qualification :	TECHNICAL DRAFTING NC II (Draft Sanitary and Plumbing Layout and Details)	
Units of Competency Covered:	<ul style="list-style-type: none"> • Draft Architectural Layout and Details • Prepare Computer-Aided Drawings • Draft Sanitary and Plumbing Layout and Details 	
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
• Plan and prepare for work*		
• Prepare drawing materials, tools and set-up equipment for drawing*		
• Lay-out and produce computer-aided architectural drawings and details*		
• Lay-out manually (sanitary and plumbing) drawings and details		
• Submit completed drawing*		
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:	Date:	

Qualification :	TECHNICAL DRAFTING NC II (Draft Structural Layout and Details)	
Units of Competency Covered:	<ul style="list-style-type: none"> • Draft Architectural Layout and Details • Prepare Computer-Aided Drawings • Draft Structural Layout and Details 	
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
• Plan and prepare for work*		
• Prepare drawing materials, tools and set-up equipment for drawing*		
• Lay-out and produce computer-aided architectural drawings and details*		
• Lay-out manually structural drawings and details		
• Submit completed drawing*		
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:	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