



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City


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Division Memorandum

To : Chiefs, CID and SGOD
Division Education Public Supervisors
Concerned Public Schools District Supervisors/ District In-Charge
Concerned Secondary School Heads
Concerned School ICT Coordinators
All Others Concerned

From:  **SALUSTIANO T. JIMENEZ, CESO VI**
OIC- Office of the Asst. Regional Director
Concurrent Schools Division Superintendent

Subject: **TESDA ASSESSMENT REQUIREMENTS FOR 2017 DIVISION DOSAL
COMPUTER SYSTEM SERVICING (CSS) QUALIFIERS.**

Date: October 27, 2017

1. As per approval and instruction from the Technical Education Specialist Development II of TESDA in the person of Engr. Juan C. Ogabang, Jr., all the nine (9) Computer System Servicing (CSS) qualifiers for the 2017 Division DoSAL through Technolympics and Sining Tanghalan are hereby directed to prepare the following:
 - a. Four (4) TESDA Passport size pictures
 - b. Duly accomplished TESDA Assessment Form
2. The above mentioned requirements will be used for the free assessment of the student contestants during the conduct of the 2017 Division DoSAL.
3. Submit it at the ICT Unit Office on or before Nov. 3, 2017.
4. For reference, find attached TESDA Assessment Form and the final CSS Guidelines.
5. Immediate dissemination and compliance to this Memorandum is desired.

03 NOV 2017

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan

APPLICATION FORM

PICTURE
colored,
passport size,

REFERENCE NUMBER :

		Qual-alpha code	YY	Region	Province	Number Series Assigned to AC		Number Series	
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UNIQUE LEARNERS IDENTIFIER (ULI):

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to be filled - out by the Processing Officer

Applicant's Signature Date of Application

Name of School/Training Center/Company:

Address:

Title of Assessment applied for:

Full Qualification COC Renewal

1. Client Type

TVET Graduating Student TVET graduate Industry worker K-12 OWF

2. Profile

2.1. Name:

<input type="checkbox"/> SURNAME												
<input type="checkbox"/> FIRSTNAME	<input type="checkbox"/>											
<input type="checkbox"/> MIDDLE NAME	<input type="checkbox"/>							MIDDLE INITIAL	NAME EXTENSION (e.g. Jr., Sr.)			

2.2. Mailing Address:

Number, Street	Barangay	District
City	Province	Region
		Zip Code

2.3. Mother's Name 2.4. Father's Name

2.5. Sex

Male
 Female

2.6. Civil Status

Single
 Married
 Widow/er
 Separated

2.7. Contact Number(s)

Tel: _____
Mobile: _____
E-mail: _____
Fax: _____
Others: _____

2.8. Highest Educational Attainment

Elementary Graduate
 High School Graduate
 TVET Graduate
 College Level
 College Graduate
 Others: _____

2.9. Employment Status

Casual
 Job Order
 Probationary
 Permanent
 Self - Employed
 OFW

2.10 Birth date (mm/dd/yy):

M	M	D	D	Y	Y
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 2.11 Birth place: _____ 2.12 Age: _____

3. Work Experience (National Qualification-related)

Name of Company		3.2. Position	3.3. Inclusive Dates	3.4. Monthly Salary	3.5. Status of Appointment	3.6. No. of Yrs. Working Exp.

(For more information, please use separate sheet)

Reference No.

to be filled out by the Processing Officer

SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING NC II	
COC 1 Title	INSTALL AND CONFIGURE COMPUTER SYSTEMS	
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 		
Can I?	YES	NO
<ul style="list-style-type: none"> • Assemble computer hardware* 		
- Plan and prepare unit assembly		
- Identify and obtain the materials, tools and equipment in accordance with job requirements		
- Follow the OH & S policies and procedures to ensure operation safety requirements		
- Assemble computer hardware in accordance with job and system requirements		
- Configure Basic-Input-Output System (BIOS)		
<ul style="list-style-type: none"> • Prepare installer* 		
- Create portable bootable devices		
- Customize installers		
- Install portable applications		
<ul style="list-style-type: none"> • Install operating system and drivers/peripheral installation work* 		
- Install operating system		
- Install and configure peripherals/devices		
- Access and install OS and drivers update/patches		
- Undertake on-going checks to ensure quality of work		
<ul style="list-style-type: none"> • Install application software based on software * 		
- Install application software based on installation guide and software license agreement		
- Carry out variation to application software installation		
- Access and install software updates		
<ul style="list-style-type: none"> • Conduct testing and documentation* 		

- Test devices/systems and/or installation		
- Conduct stress test		
- Follow 5S and 3Rs according to environmental policies		
- Prepare and forward documentation to appropriate personnel		
<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 manager/supervisor.</p>		
Candidate's Name & Signature:	Date:	

NOTE:* Critical aspect of competency

Reference No.

*to be filled out by the Processing Officer***SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)**

Qualification Title	COMPUTER SYSTEMS SERVICING NC II	
COC 2 Title	SET UP COMPUTER NETWORKS	
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 		
Can I?	YES	NO
<ul style="list-style-type: none"> • Install network cables* 		
- Determine and plan the cable route		
- Identify and obtain network materials necessary to complete the work		
- Obtain the needed tools, equipment and testing devices		
- Use appropriate personal protective equipment		
- Perform cable splicing based on standards		
- Install network cables and cable raceway		
- Perform and check installation work		
- Follow 5S and 3Rs		
<ul style="list-style-type: none"> • Set network configuration* 		
- Check network connectivity of terminals		
- Diagnose and remedy fault or problem in the network System		
- Configure Network Interface Card settings		
- Carry out communication checking between Terminals		
- Respond to unplanned events or conditions		
<ul style="list-style-type: none"> • Set router/Wi-Fi/wireless access point/repeater configuration* 		
- Configure client device system settings		
- Configure Local Area Network port		
- Configure Wide Area Network port		
- Configure wireless settings		
- Configure security/firewall/advance settings		
<ul style="list-style-type: none"> • Inspect and test configured computer networks* 		

- Undertake final inspections		
- Check computer networks		
- Prepare complete reports		
<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 manager/supervisor.</p>		
Candidate's Name and Signature:	Date:	

NOTE:* Critical aspect of competency

Reference No.																		
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to be filled out by the Processing Officer

SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING		
COC 3 Title	SET UP COMPUTER SERVERS		
Instruction	<ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 		
Can I?	YES	NO	
<ul style="list-style-type: none"> • Set up user access* <ul style="list-style-type: none"> - Create user folder - Configure user access level - Perform security check • Configure network services* <ul style="list-style-type: none"> - Check normal functions of server - Install/update required modules/add-ons - Confirm network services to be configured - Check operation of network services - Respond to unplanned events or conditions • Perform testing, documentation and pre-deployment procedures* <ul style="list-style-type: none"> - Undertake pre-deployment procedures - Undertake and configure peripherals/devices - Prepare and complete reports 			
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 manager/supervisor.			
Candidate's Name and Signature:		Date:	

NOTE:* Critical aspect of competency

Reference No.																			
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SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING NC II		
COC 4 Title	MAINTAIN AND REPAIR COMPUTER SYSTEMS AND NETWORKS		
Instruction			
<ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Plan and prepare for maintenance and repair*			
- Plan and prepare maintenance and/or diagnosis of faults			
- Obtain and check tools, equipment and testing devices			
- Obtain materials necessary to complete the work			
- Follow OHS policies and procedures			
- Check computer systems and networks against job/service order			
• Maintain computer systems and networks*			
- Use appropriate personal protective equipment			
- Check normal functions of computer systems and networks			
- Perform scheduled/periodic maintenance			
- Perform needed repairs and replacements			
- Respond to unplanned events or conditions			
• Diagnose faults of computer systems and networks*			
- Manage and implement contingency measures			
• Rectify/correct defects in computer systems and networks*			
- Replace defective components or parts without damaging the surrounding environment or services			
- Make adjustments, if necessary			
• Inspect and test the computer systems and networks*			
- Undertake final inspections			
- Check and test computer systems and networks			
- Clear work site from all wastes			
- Follow 5S and 4Rs according to environmental policies			

- Prepare and complete reports			
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 manager/supervisor.			
Candidate's Name &Signature:		Date:	

NOTE:* Critical aspect of competency

Evaluated by: _____ <div style="text-align: center;">AC Manager</div>	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not yet Qualified for Assessment
Date:	

CANDIDATE'S GUIDE FOR THE PORTFOLIO ASSESSMENT

PORTFOLIO COVER SHEET

CANDIDATE'S NAME			
POSITION/DESIGNATION			
COMPANY		CONTACT NUMBER(S)	
COMPANY ADDRESS			
QUALIFICATION APPLIED FOR		DATE SUBMITTED	
Portfolio evidence to be presented /submitted			
<ul style="list-style-type: none"> <input type="checkbox"/> National Certificate in Computer Hardware Servicing NC II <input type="checkbox"/> Certificate of Employment with job description <input type="checkbox"/> Pictures/videos taken in the workplace with co-workers(with company name/logo) <input type="checkbox"/> Training certificate <input type="checkbox"/> Transcript of Records <input type="checkbox"/> Diploma <input type="checkbox"/> Written statements or references (from workplace supervisors, managers, etc.) 			
NOTE:			
<ul style="list-style-type: none"> ✓ Original copy of any five (5) of the identified documents shall be presented to the assessor during the interview; ✓ If the assessor finds the evidences presented inadequate, he may still require the candidate to undergo the performance assessment (Section 4 of the Training Regulations). 			
I declare that these portfolio evidences presented are true and correct.			
<hr style="width: 20%; margin: 0 auto;"/> Candidate's signature over printed name			



Department of Education
 Region VII, Central Visayas
Division of Negros Oriental



2018 NATIONAL TECHNOOLYMPICS

(A Showcase of Marketable Products and Performance)

Component Area	INFORMATION AND COMMUNICATION TECHNOLOGY	
Grade Level	Junior High School and Senior High School	
Event Package	Computer Systems Servicing	
No. of Participants	Three (3) per Congressional District	
Time Allotment	Four (4) Hours excluding interview	
Description	<p>The participants will ensure functionality and connectivity of the computer system through file and printer sharing and wireless router configuration using server and client set-up through demonstration of the core skills on installing and configuring computer systems; setting-up computer network and server; maintain and repair computer systems and network.</p>	
Criteria For Assessment	Criteria	Percentage
	Workmanship/Functionality	30%
	Methods/Procedures Use of tools, materials and equipment	30%
	Safety work habits and housekeeping Affordability	20%
	Wise use of time/speed	10%
	Fluency of oral communication Flow of thoughts	10%
	Total	100%

<p>b. Tools and Equipment</p>	<ul style="list-style-type: none"> • 2 Desktop Computers (Specs: Processor: at most Intel Core i3, AMD A6; at least Intel Core 2 Duo, AMD A4 RAM: 2GB HDD: at least 250 GB and at most 500 GB • Printer • Wireless router • Ethernet Switch (number of ports will be based on availability) • crimping tool • screw drivers • LAN tester • Extension wires • AVR/UPS • Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Working tables • Chairs
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Contest Guide:

COC 1: Install & Configure Computer Systems

- A. Disassemble & assemble computer hardware
- B. Delete all existing partitions
- C. Create two (2) partitions
- D. Install the Operating System (Windows 7 for client and Windows Server 2008 for server)
- E. Install the drivers
- F. Install Office Applications (MS Word, Excel, PowerPoint, and Adobe Acrobat Reader) on Windows 7
- G. Install Utilities (Anti-Virus) on Windows 7 and Server

COC 2: Setup Computer Networks

- A. Set network configuration
- B. Peer-to-Peer Networks
 - Create share folder permission
- C. Setup Router/WiFi/Wireless SSID: Name of School
 - Password: 123456789

I. Event Rules and Mechanics

- a. The Event Administrator and his/her secretary, members of the Technical and Evaluation Committee and Board of judges, should be in the venue sixty (60) minutes ahead of the event schedule.
- b. The Technical and Evaluation Committee shall inspect the inputs
- c. All participants should be at the designated venue thirty (30) minutes before the event starts. Late participants without valid reasons shall be disqualified.
- d. The participants will draw lots to determine their respective places and set up their food and materials on their assigned places. Setting up of their extension cords, equipment, and tools should be done during this time.
- e. Briefing of participants will be done fifteen (15) minutes before the scheduled event.
- f. The Event secretary will give the signal for the event to begin. Once the event has been started, the coaches, teachers, and other delegates are no longer allowed to talk to the participants to give them full concentration in their task.
- g. Only the Event Administrator, Secretary, judges, technical committee members, official photographer and participants are allowed in the venue.
- h. No questions shall be entertained during the contest proper except clarifications and points of order. All clarifications and points of order will be directed to the Event Administrator.
- i. Borrowing of materials, supplies tools, and equipment during the event is not allowed.
- j. Should there be any irregularities found during the event, the Event Administrator, in consultation with the Board of Judges, may suspend the conduct of the specific skills exhibition, if justified and refer the matter to the attention of the Technical and Evaluation Committee, for appropriate action.
- k. Each participant will go through a panel interview and deliberation with the Board of Judges after four (4) hour time allotment.

II. Inputs (Resources Requirements)

	Participants	Host Division/Host School/Venue
a. Supplies and Materials	<ul style="list-style-type: none">• RJ45• Installers (Win 7, Win Server 2008, Office Apps, Anti-virus, Adobe Acrobat Reader) must be in a flash drive	<ul style="list-style-type: none">• Folders, copy paper, pens• Cable for networking

D. Setup Wireless Access Point

COC 3: Setup Computer Servers

A. Configure Network Server

- Active Directory (Domain Controller)
- Domain Name Services (DNS)
- Dynamic Host Configuration Protocol (DHCP)
- File Sever

B. Remote Desktop (vice versa)

C. File & Printer Sharing

File to Print (document to be printed must be in the client pc):

Name:

Age:

Address:

D. Folder Redirection

E. Drive Mapping

COC 4: Maintain & Repair Computer Systems & Networks

A. Evaluate or diagnose problems (Troubleshooting)