



## HOUSEKEEPING NC III

Course Code: TRSHSK308

### BASIC COMPETENCIES

Code No.	Units of Competency
500311109	Lead Workplace Communication
500311110	Lead Small Teams
500311111	Develop and Practice Negotiation Skills
500311112	Solve Problems Related to Work Activities
500311113	Use Mathematical Concepts and Techniques
500311114	Use Relevant Technologies

### COMMON COMPETENCIES

Code No.	Units of Competency
TRS311206	Roster Staff
TRS311207	Control and Order Stock
TRS311208	Train Small Groups
TRS311209	Establish and Conduct Business Relationships

### CORE COMPETENCIES

Code No.	Units of Competency
TRS512371	Plan and schedule routine maintenance, repairs and modifications
TRS512372	Contribute to the implementation of emergency procedures
TRS512373	Observe and monitor people
TRS512374	Escort, carry and store valuable items

### JOB DESCRIPTION

Supervise maintenance and cleanliness of guest room floors and public areas in conference centers, hotels, motels, restaurants, clubs, resorts and luxury liners. It includes competencies on housekeeping such as planning and scheduling routine maintenance and repairs; contributing to the implementation of emergency procedures; storing valuable items; and monitoring people.

### ENTRY REQUIREMENTS

Can communicate in basic English in both oral and written form; physically and mentally fit; with good moral character; can perform basic mathematical computation; and must have completed.



Republic of the Philippines  
Technical Education and Skills Development Authority  
Region IV-B MIMAROPA  
**SIMEON SUAN VOCATIONAL AND TECHNICAL COLLEGE**  
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#### **JOB OPPORTUNITIES**

Upon completion of the course, trainees/students may be employed as:

- *Housekeeping Supervisor*
- *Floor Supervisor*

#### **EVIDENCES**

Upon completion of the course, trainees/students must be able to:

- Plan and schedule routine maintenance, repairs and modifications
- Contribute to the implementation of emergency procedures
- Observe and monitor people
- Escort, carry and store valuable items

#### **NATIONAL ASSESSMENT**

To attain the National Qualification of HOUSEKEEPING NC III, the candidate must demonstrate competence in all the units. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.