



REGIONAL TRAINING CENTER - CENTRAL LUZON

GUIGUINTO

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY**

Region III - Province of Bulacan

Regional Training Center Central Luzon - Guiguinto

Dressmaking NCII

LEARNER'S RECORD BOOK



ID PHOTO

Name of Trainee	
Training Program	DRESSMAKING NCII
Inclusive Date Of Training	
No. of Hours:	

Vision

To produce technically-skilled
workforce in Dressmaking NCII
in Central Luzon

Mission

To train and certify globally-competitive
graduates in Dressmaking NCII

Dressmaking NCII

Instructions:

This Learner's Record Book (LRB) is intended to serve as a record of all accomplishments/tasks/ activities while undergoing training. It will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is, therefore, important that all its contents are validly entered by both trainees and trainers.

The Learner's Record Book contains all the required competencies in your chosen qualifications. All you have to do is to fill out all the columns, "Task Required" and "Date accomplished", with all the activities by the training program and to be taken up in the training center and with the guidance of the trainer. The trainer will likewise, indicate his remarks on the "Trainer's Remarks" column regarding the outcome of the task accomplished by the trainee. Be sure that the trainee will personally accomplish the task and this must be confirmed by the trainer.

It is of great importance that the content should be written legibly in ink. Avoid any corrections or erasures and maintain the cleanliness of this record.

This will be collected by your Instructor and to be submitted to the Training Instruction Supervisor (TIS). This shall form part of the trainee's permanent records on file.

Thank You.

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LUPANG HINIRANG

Bayang magiliw
Perlas ng Silanganan,
Alab ng puso,
Sa dibdib mo'y buhay.
Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.
Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.
Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.
Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi
Ang mamatay ng dahil sa iyo.

Panunumpa Sa Watawat ng Pilipinas

Ako ay Pilipino,
Buong katapatang nanunumpa sa watawat
ng Pilipinas,
At sa bansang kanyang sinasagisag,
Na may dangal, katarungan at kalayaan,
Na pinakikilos ng sambayanang
Makadiyos, Maka-kalikasan, Makatao at
Makabansa.

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Pangako ng Isang Manggagawang Pilipino

Ako ay isang bagong manggagawang Pilipino
May dangal, at bagong kaalaman sa
Kasanayang sa gawaing Teknikal
Pinanday sa diwa ng pagkamakabayan

Bilang kasapi sa kalipunan ng mga bagong manggagawa
Sisikaping kong pagtibayin ang paniniwala,
Sa iisang Dyos na nanglilikha at manggagawa,
Makinahagi sa mga gawain
Tungo sa ikauunlad ng ating bayan,

Pag-ibayuhin ang paglilingkod
Sa mga taong nangangailangan ng aking kasanayan
Ipagpatuloy ang pag-tuklas
Sa mga bagong pamamaraang at teknolohiya
Isabuhay ang mga katangian sa antas ng isang world class worker

Ako ay isang manggagawang Pilipino
May paninindigan at paniniwala sa sarili
At pananalig sa Panginoon,
At nangangakong magiging matapat sa aking gawaing
Na maaaring ipagkapuri ng aking kapwa
At ng Sentrong Sanayan na aking pagtatapusan
Ang Regional Training Center Central Luzon - Guiguinto
Tulungan nawa ako ng May-kapal

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GUIGUINTO

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GOALS

- *Industry-relevant training programs;
- *Graduate with quality skills and positive work values; and
- * Strategic collaborations with the public and private sector

OBJECTIVES

- *To absorb and train at least 100 enrollees in Dressmaking NCII before the end of December every year;
- * To maintain not more than a 5% drop-out rate of trainees per training batch
- *Ensure that 100% of the trainees in Dressmaking Technology courses undertake the standard Competency Assessment before the completion of each training batch;
- * To achieve and maintain at least 85% certification (passing) rate among the Dressmaking Technology graduates; and
- * To track/monitor and attain at least 70% employment rate of graduates 6 to 12 months after completion of the training program.

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BASIC COMPETENCIES

Unit of Competency:		1. Basic Competency on Communication							
Module Title:		Participating in workplace communication							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Trainer
Obtain and convey workplace information									
Perform duties following workplace instructions									
Complete relevant work-related documents									

Remarks and Feedback:

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Unit of Competency:		2. Basic Competency on Collaboration and Teamwork							
Module Title:		Working in a team environment							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Describe team role and scope									
Identify one's role and responsibility within a team									
Work as a team member									

Remarks and Feedback:

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Unit of Competency:		3. Basic Competency on Critical Thinking and Problem Solving							
Module Title:		Solving and addressing general workplace problems							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Identify routine problems									
Look for solutions to routine problems									
Recommend solutions to problems									

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Unit of Competency:		4. Basic Competency on Life-Long Learning and Career Skills							
Module Title:		Developing career and life decisions							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Manage one's emotions									
Develop reflective practice									
Boost self-confidence and develop self-regulation									

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Unit of Competency:		5. Basic Competency on Learning and Innovation							
Module Title:		Contributing to workplace innovation							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainerr
Identify opportunities to do things better									
Discuss and develop ideas with others									
Integrate ideas for change in the workplace									

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Unit of Competency:		6. Basic Competency on Information Technology							
Module Title:		Presenting relevant information							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Gather data/information									
Assess gathered data/information									
Record and present information									

Remarks and Feedback:

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Unit of Competency:		7. Basic Competency on Occupational Health & Safety							
Module Title:		Practicing occupational safety and health policies and procedures							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Identify OSH compliance requirements									
Prepare OSH requirements for compliance									
Perform tasks in accordance with relevant OSH policies and procedures									

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Unit of Competency:		8. Basic Competency on Environment Literacy							
Module Title:		Exercising efficient and effective sustainable practices in the workplace							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Identify the efficiency and effectiveness of resource utilization									
Determine causes of inefficiency and/or ineffectiveness of resource utilization									
Convey inefficient and ineffective environmental practices									

Remarks and Feedback:

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Unit of Competency:		9. Basic Competency on Adopting an Entrepreneurial Mindset In The Workplace							
Module Title:		Practicing entrepreneurial skills in the workplace							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Apply entrepreneurial workplace best practices									
Communicate entrepreneurial workplace best practices									
Implement cost-effective operations									

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COMMON COMPETENCIES (17-Hours)

Unit of Competency:		1. Carry out Measurements and Calculations							
Module Title:		Carrying out Measurements and Calculations							
Nominal Duration:		4 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Obtain Measurements									
Perform simple calculations									
Estimate appropriate quantities									

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Unit of Competency:		2. Apply Quality Standards							
Module Title:		Applying Quality Standards							
Nominal Duration:		5 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Assess your work based on workplace standards.									
Assess the quality parts and take corrective actions.									
Measure parts using the appropriate instruments									
Record information by workplace procedures.									
Study causes of quality deviation and recommend preventive action.									

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Unit of Competency:		3. Perform Basic Maintenance							
Module Title:		Performing Basic Maintenance							
Nominal Duration:		3 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Operate the machine and assess its performance.									
Clean and lubricate the machine.									
Check machine operation									

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Unit of Competency:		4. Set Up and Operate Machine							
Module Title:		Setting –up and operating machines							
Nominal Duration:		5 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Set machine									
Conduct sample run									
Test machine output									
Re-adjust machine set to meet requirements									
Maintain records and prepare reports.									

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CORE COMPETENCIES (240 Hours)

Unit of Competency:		1.Draft and Cut Pattern for Casual Apparel							
Module Title:		Drafting and Cutting Pattern for Casual Apparel							
Nominal Duration:		80-Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Plan garment design									
Take the client's body measurements									
Draft basic/block pattern									
Manipulate pattern									
Cut the final pattern.									

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Unit of Competency:		2. Prepare and Cut Materials for Casual Apparel							
Module Title:		Preparing and Cutting Materials for Casual Apparel							
Nominal Duration:		40-Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Prepare materials- fabrics									
Layout and mark patterns on materials									
Cut materials									

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Unit of Competency:		3. Sew Casual Apparel							
Module Title:		Sewing Casual Apparel							
Nominal Duration:		80-Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Prepare cut parts									
Prepare sewing machine for operation									
Sew and assemble garment parts									
Alter completed garments.									

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Unit of Competency:		4. Apply Finishing Touches on Casual Apparel							
Module Title:		Applying Finishing Touches on Casual Apparel							
Nominal Duration:		40-Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Apply finishing touches									
Trim excess thread									
Press the finished garment.									
Package the finished garment.									

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