

**K to 12 BASIC EDUCATION CURRICULUM
 JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
 HOME ECONOMICS – HOUSEKEEPING (HS)**

These are the list of specializations and their pre-requisites.

	Specialization	Number of Hours	Pre-requisite
1.	Animal Production (NC II)	480 hours	
2.	Aquaculture (NC II)	320 hours	
3.	Artificial Insemination (Ruminants) (NC II)	160 hours	Animal Production
4.	Artificial Insemination (Swine) (NC II)	160 hours	Animal Production
5.	Crop Production (NC I)	320 hours	
6.	Fish Nursery Operation (NC II)	160 hours	
7.	Fish or Shrimp Grow Out Operation (Non NC)	160 hours	Aquaculture
8.	Fish Wharf Operation (NC I)	160 hours	Fish or Shrimp Grow Out Operation
9.	Food (Fish) Processing (NC II)	640 hours	
10.	Horticulture (NC II)	640 hours	
11.	Landscape Installation and Maintenance (NC II)	320 hours	Crop Production
12.	Organic Agriculture (NC II)	320 hours	Crop Production
13.	Pest Management (NC II)	320 hours	Crop Production
14.	Rice Machinery Operation (NC II)	320 hours	Crop Production
15.	Slaughtering Operation (NC II)	160 hours	Animal Production
1.	Beauty/Nail Care (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
2.	Attractions and Theme Parks (NC II)	160 hours	
3.	Bread and Pastry Production (NC II)	160 hours	
4.	Caregiving (NC II)	640 hours	40 hours of the subject during exploratory Grade 7/8
5.	Cookery (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
6.	Dressmaking (NC II)	320 hours	
7.	Food and Beverage Services (NC II)	160 hours	
8.	Front Office Services (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
9.	Hairdressing (NC II)	320 hours	
10.	Handicraft (Basketry, Macrame) (Non-NC)	160 hours	
11.	Handicraft (Fashion Accessories, Paper Craft) (Non-NC)	160 hours	
12.	Handicraft (Needlecraft) (Non-NC)	160 hours	
13.	Handicraft (Woodcraft, Leathercraft) (Non-NC)	160 hours	
14.	Household Services (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
15.	Housekeeping (NC II)	160 hours	
16.	Tailoring (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
17.	Tour Guiding Services (NC II)	160 hours	
18.	Tourism Promotion Services (NC II)	160 hours	
19.	Travel Services (NC II)	160 hours	
20.	Wellness Massage (NC II)	160 hours	

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	Specialization	Number of Hours	Pre-requisite	
1.	ICT	Computer Hardware Servicing (NC II)	320 hours	
2.		Animation (NC II)	320 hours	
3.		Computer Programming (NC IV)	320 hours	
4.		Contact Center Services (NC II)	320 hours	
5.		Illustration (NC II)	320 hours	
6.		Medical Transcription (NC II)	320 hours	
7.		Technical Drafting (NC II)	320 hours	
1.	INDUSTRIAL ARTS	Automotive Servicing (NC I)	640 hours	
2.		Carpentry (NC II)	640 hours	
3.		Consumer Electronics Servicing (NC II)	640 hours	
4.		Electrical Installation and Maintenance (NC II)	640 hours	
5.		Masonry (NC II)	320 hours	
6.		Plumbing (NC I)	320 hours	
7.		Plumbing (NC II)	320 hours	Plumbing (NC I)
8.		Refrigeration and Airconditioning Servicing (NC II)	640 hours	
9.		Shielded Metal Arc Welding (NC I)	320 hours	
10.		Shielded Metal Arc Welding (NC II)	320 hours	Shielded Metal Arc Welding (NC I)
11.		Tile Setting (NC II)	320 hours	

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HOME ECONOMICS – HOUSEKEEPING (HS)
(160 hours)

Course Description:

This curriculum guide on **Housekeeping** leads to National Certificate Level (NCII). This course is designed for a high school student ought to develop knowledge, skills, and attitude to perform the tasks on Housekeeping. It covers five core competencies, namely: 1) providing housekeeping services; 2) preparing rooms for guests; 3) cleaning premises; 4) providing valet/butler services; and 5) launder linen and guests clothes. The preliminaries of this specialization course includes the following: 1) Explain core concepts in housekeeping; 2) Discuss the relevance of the course 3) Explore on opportunities for a Room or Cabin Attendant as a career.

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Introduction 1. Core concepts in Housekeeping 2. Relevance of the course 3. Career opportunities	The learner demonstrates understanding of the core concepts in Housekeeping.	The learner independently demonstrates core competencies in Housekeeping as prescribed in the TESDA Training Regulation.	1. Explain core concepts in Housekeeping 2. Discuss the relevance of the course 3. Explore on opportunities for Housekeeping as a career	
QUARTERS 1 AND 2 LESSON 1: PROVIDE HOUSEKEEPING SERVICES TO GUESTS (HS)				
1. Hotel Codes, rules and regulations 2. Basic Skills needed of a good housekeeper 2.1. Intrapersonal skills 2.2. Interpersonal skills 3. The Housekeeping Department 4. Nature and scope of guest room cleaning care and maintenance 4.1. Cleanliness and orderliness 4.2. Safekeeping of lost and found items 4.3. Provision of other services to house guests 4.4. Attending to other guests' needs and concerns 5. Bedroom and bathroom amenities 6. Procedural requirements in handling guests' requests related to housekeeping	The learner demonstrates understanding of providing effective housekeeping services to house guests.	The learner independently demonstrates understanding of providing effective housekeeping services to house guests.	LO 1. Handle housekeeping requests 1.1 Discuss implementing Hotel Codes, rules and regulations 1.2 Explain different skills of good housekeeper needs such as inter and intrapersonal skills 1.3 List down and describe the basic functions of each personnel in the housekeeping department 1.4 Discuss nature and scope of guestroom cleaning, care and maintenance 1.5 Enumerate bedroom and bathroom amenities offered in an institution 1.6 List down procedures in conducting room check, turn down and make up beds 1.7 Demonstrate proper handling of guests' requests in housekeeping following safety and security standards	TLE_HEHK9-12HS-Ia-c-1

**K to 12 BASIC EDUCATION CURRICULUM
 JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
7. Types and uses of different housekeeping and front office forms 8. Institutional house rules and procedures for: 8.1. Guests safety and security 8.2. Use of tools, materials, equipment, and other amenities 9. Handle clients' queries through telephone, fax machine, e-mail, etc. 10. Common problems related to housekeeping 11. Handling different problems in Housekeeping Services			LO 2. Advise guests on room and housekeeping equipment 2.1 Describe and explain the use of different types of housekeeping and front office forms 2.2 Provide guest orientation on house rules and use of hotel tools, materials, equipment, and other amenities 2.3 Practice proper handling of clients' queries through telephone, fax machine, e-mail, etc. 2.4 Identify common problems related to Housekeeping Services 2.5 Observe proper handling of different problems in Housekeeping Services	TLE_HEHK9-12HS-Id-2
LESSON 2: PREPARE ROOMS FOR GUESTS (RG)				
1. Types and uses of different cleaning tools, materials, and equipment for room servicing 2. Proper use and selection of tools, materials, and equipment according to task requirement 3. Setting of trolley/caddy with cleaning materials according to needs and with the institutional standards 4. Safety measures and procedures in handling cleaning tools, equipment, and other supplies	The learner demonstrates understanding in preparing rooms for guests correctly.	The learner independently demonstrates understanding in preparing rooms for guests correctly.	LO 1. Set up equipment and trolleys 1.1 Identify and explain the different types and uses of cleaning tools, materials and equipment for room servicing 1.2 Correctly select and demonstrate proper use of tools, materials, and equipment according to task requirement 1.3 Properly set trolley/caddy with cleaning materials according to needs and with the institutional standards 1.4 Observe safety measures and procedures in handling cleaning tools, equipment, and other supplies	TLE_HEHK9-12RG-Ie-f-3
5. Basic terminologies used in Housekeeping 5.1. Room status and door signs 5.2. Types of guests 5.3. Classification of guest			LO 2. Access rooms for servicing 2.1 Identify important terminologies used in housekeeping such as room status, door signs, guest's type, and guest room classifications	TLE_HEHK9-12RG-Ig-4

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 HOME ECONOMICS – HOUSEKEEPING (HS)**

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
rooms 6. Provision of guests safety and security in hotel establishment			2.2 Observe guests' safety and security in hotel establishment	
7. Types and sizes of linens, pillows, and bed sheets 8. Procedures in conducting 8.1. Room check 8.2. Turn down and make up beds and cots 9. Replenishment of bed linen in accordance with institutional standards and procedures			LO 3. Make up beds 3.1 Identify different types and sizes of linens, pillows, and bed sheets 3.2 Correctly follow proper procedures in conducting room check, turn down and make up beds and cots 3.3 Replace bed linen in accordance with establishment standards and procedures	TLE_HEHK9-12RG-Ih-j-5
10. Tools, materials, supplies, and equipment used in cleaning guest rooms 11. Standard operating procedures in institutional cleaning 12. Common insects and pests and their control measures 12.1. Rats and rodents 12.2. Roaches 12.3. Flies 12.4. Mosquitoes 13. Minor and major hotel room defects and repair 14. Hotel management safety practices and procedures			LO 4. Clean rooms 4.1. Identify tools, materials, supplies, and equipment needed in cleaning guest rooms 4.2. Follow standard operating procedures in institutional cleaning 4.3. Identify common insects and pests and their control measures 4.4. Give minor and major hotel room defects and repair 4.5. Observe hotel management safety practices and procedures	TLE_HEHK9-12RG-IIa-b-6

**K to 12 BASIC EDUCATION CURRICULUM
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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
15. Proper handling and storing of trolleys and other equipment 16. Sanitizing and keeping cleaning materials and equipment according to manufacturer’s operating procedures and establishment standards 17. Safe keeping practices in accordance with establishment standard			LO 5. Clean and store trolleys and equipment 5.1. Perform proper handling of trolleys and other equipment 5.2. Observe proper cleaning of tools, materials, and equipment according to standards and procedures 5.3. Practice safekeeping practices in accordance with establishment standards	TLE_HEHK9-12RG-IIc-d-7
LESSON 3: CLEAN PREMISES (CP)				
1. Common cleaning tools and equipment and their proper uses and functions 2. Safety and security in using the cleaning tools and equipment 3. Dry and wet agents/chemicals commonly used in cleaning 4. Personal Protective Equipment and its proper use and function	The learner demonstrates understanding of cleaning different premises using appropriate tools and equipment following safety and security standards.	The learner independently demonstrates understanding of cleaning different premises using appropriate tools and equipment following safety and security standards.	LO 1. Select and set up equipment and materials 1.1 Select appropriate cleaning tools and equipment with their proper uses and functions 1.2 Follow safety and security measures when using cleaning tools and equipment 1.3 Identify and use dry and wet cleaning agents/chemicals for a particular task 1.4 Select and use Personal Protective Equipment based on the task requirement	TLE_HEHK9-12CP-IIe-8
5. Common problems related to scheduling and performing cleaning tasks 6. Possible inconvenience and hazards in working area 7. Policies and procedures related to cleaning operations 8. Proper disposal of used chemicals in accordance with manufacturer’s instructions and environmental legislation			LO 2. Clean dry and wet areas 2.1 Identify common problems related to scheduling and performing one’s task 2.2 Consider possible inconvenience and hazards in working area 2.3 Observe implementing policies and procedures related to cleaning operations 2.4 Practice proper disposal of used chemicals in accordance with manufacturer’s instructions and	TLE_HEHK9-12CP-IIf-h-9

K to 12 BASIC EDUCATION CURRICULUM
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HOME ECONOMICS – HOUSEKEEPING (HS)

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
requirements			environmental legislation requirements	
9. Proper use and maintenance of cleaning tools, materials, and equipment in accordance with the manufacturer's instructions and hotel standards 10. Institutional routine maintenance with standard operating procedures 11. Common problems in cleaning tools and equipment 12. Safety procedures in safekeeping of cleaning tools, equipment, and chemicals following the security standards			LO 3. Maintain and store cleaning equipment and chemicals 3.1 Use and maintain cleaning tools, materials, and equipment effectively in accordance with the manufacturer's instructions and hotel standards 3.2 Perform institutional routine maintenance with standard operating procedures 3.3 Identify and report common problems in cleaning tools and equipment 3.4 Observe safety procedures in safekeeping of cleaning tools, equipment, and chemicals following the security standards	TLE_HEHK9-12CP-III-j-10
QUARTER 3				
LESSON 4: PROVIDE VALET / BUTLER SERVICE (VS)				
1. Basic roles of valet and butler service within the Philippine hospitality industry 2. Building rapport through oral and written communication 3. Personality development 3.1. Good grooming 3.2. Personal hygiene 4. Procedures in performing valet services 4.1. Picking up laundry 4.2. Checking laundry for possible damage 4.3. Sorting, endorsing, and delivering of laundry 5. Procedures in keeping laundry area clean in accordance with the establishment standards 6. Reports and endorsements of	The learner demonstrates understanding of the duties and responsibilities of a valet / butler service.	The learner independently performs understanding of the duties and responsibilities of a valet / butler service.	LO 1. Display professional valet standards 1.1 Discuss basic roles of valet and butler service within the Philippine hospitality industry 1.2 Establish rapport and enhance feelings of goodwill between the guest and the establishment through principles of good communication in accordance with the establishment standards 1.3 Practice good grooming and personal hygiene of valet service provider 1.4 Access and utilize knowledge of individual guests to provide personalized and quality valet service 1.5 Follow standard operating	TLE_HEHK9-12VS-IIIa-f-11

**K to 12 BASIC EDUCATION CURRICULUM
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 HOME ECONOMICS – HOUSEKEEPING (HS)**

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
valet service provider			procedures in keeping laundry area clean in accordance with the establishment standards 1.6 Prepare reports and endorsements of valet service provider	
7. Packing, unpacking, storing, and preparing of guest luggage management 8. Institutional standards in preparing of 8.1. Guest clothes 8.2. Shoes 9. Basic darning and mending for clothing and linen 10. Repair of other accessories 11. Ethical Standards for guest security and confidentiality			LO 2. Care for the guest property 2.1 Perform packing, unpacking, storing, and preparing of guest luggage management 2.2 Observe institutional standards in preparing of guest clothes and shoes 2.3 Make simple repairs on cloth and linen in accordance with the establishment procedures 2.4 Value the set ethical standards for guest security and confidentiality	TLE_HEHK9-12VS-IIIg-j-12
QUARTER 4				
LESSON 5: LAUNDRY LINEN AND GUEST CLOTHES (LL)				
1. Types of linen used in housekeeping 2. Principles of laundering 2.1. Collection and transportation 2.2. Arrival 2.3. Sorting 3. Types and usage of washing machines and dryers used in housekeeping 4. Types and usage of chemicals and cleaning agents 5. Classification and usage of stain-removing agents 6. The wash cycle and its importance 7. Laundry procedures for different fabrics	The learner demonstrates understanding of the procedures of providing laundry linen for house guests.	The learner independently demonstrates understanding of the procedures of providing laundry linen for house guests.	LO 1. Process laundry items 1.1 Identify and explain types of linen used in housekeeping 1.2 Discuss the principles of laundering such as collection and transportation, arrival, and sorting 1.3 Give the types and usage of washing machine and dryers used in housekeeping 1.4 Identify and discuss the types and usage of laundry chemicals and other cleaning agents 1.5 Enumerate and discuss the classifications and usage of stain-removing agents 1.6 Explain the wash cycle and its importance 1.7 Follow laundry procedures for	TLE_HEHK9-12LL-IVa-f-13

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 HOME ECONOMICS – HOUSEKEEPING (HS)**

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
7.1. Cotton 7.2. Silk 7.3. Wool 7.4. Synthetics 8. Laundry methods based on 8.1. Fiber and fabric 8.2. Dye fastness 8.3. Amount of soilage 8.4. Washing instructions 9. Principles and procedures in ironing and pressing clothes and linens 10. Types of ironing equipment, tools, and materials and their proper usage 11. Folding methods and techniques			cotton, silk, wool, and synthetics 1.8 Perform laundry methods accordingly 1.9 Observe principles and procedures in ironing and pressing clothes and linens 1.10 Explain the types of ironing equipment, tools, and materials and their proper usage 1.11 Demonstrate correct folding methods and techniques	
12. Important forms for packaging and storing of laundry items 13. Ideal standards of packaging and storing of laundry items 14. Procedures in storing guest laundry in accordance with the establishment standards or guest request 15. Delivery of laundry items			LO 2. Package and store laundry items 2.1 Identify forms needed for packaging and storing of laundry items 2.2 Explain ideal standards of packaging and storing of laundry items 2.3 Discuss the procedures in storing guest laundry in accordance with the establishment standards for guest requests 2.4 Observe correct delivery of laundry items to guests	TLE_HEHK9-12LL-IVg-j-14

K to 12 BASIC EDUCATION CURRICULUM
JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
HOME ECONOMICS – HOUSEKEEPING (HS)
[GLOSSARY](#)

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Code Book Legend

Sample: TLE_HEHK9-12HS-Ia-c-1

LEGEND		SAMPLE	
First Entry	Learning Area and Strand/ Subject or Specialization	Technology and Livelihood Education_Home Economics Housekeeping Services	TLE_HE HS 9-12
	Grade Level	Grade 9/10/11/12	
Uppercase Letter/s	Domain/Content/ Component/ Topic	Provide Housekeeping Services To Guests	HS
			-
Roman Numeral <i>*Zero if no specific quarter</i>	Quarter	No Specific Quarter	I
Lowercase Letter/s <i>*Put a hyphen (-) in between letters to indicate more than a specific week</i>	Week	Week One to Three	a-c
			-
Arabic Number	Competency	Handle housekeeping services	1

DOMAIN/ COMPONENT	CODE
Provide Housekeeping Services To Guests Maintain and Repair Audio-Video Products and Systems	HSAV
Prepare Rooms For Guests Service and Repair Cellular Phones	CPRG
Clean Premises	CP
Provide Valet / Butler Service	VS
Laundry Linen And Guest Clothes	LL

Technology-Livelihood Education and Technical-Vocational Track specializations may be taken between Grades 9 to 12.

Schools may offer specializations from the four strands as long as the minimum number of hours for each specialization is met.

Please refer to the sample Curriculum Map on the next page for the number of semesters per Home Economics specialization and those that have pre-requisites. Curriculum Maps may be modified according to specializations offered by a school.

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 HOME ECONOMICS – HOUSEKEEPING (HS)
 SAMPLE HOME ECONOMICS CURRICULUM MAP**

No.	Grade 7/8	Grade 9	Grade 10	Grade 11	Grade 12					
1	EXPLORATORY									
2										
3						*Beauty/Nail Care (NC II) 2 sems	Wellness Massage (NC II) 2 sems	Hairdressing (NC II)	4 sems	
4						*Caregiving (NC II)				8 sems
5						*Dressmaking (NC II)		4 sems	Tailoring (NC II)	
6										4 sems
7										
8						*Front Office Services (NC II)	Travel Services (NC II)	Tour Guiding Services (NC II)	Tourism Promotion Services (NC II)	
9										
10						2 sems	2 sems	2 sems	2 sems	2 sems
11										
12						*Cookery (NC II)		4 sems	Bread and Pastry Production (NC II)	Food and Beverage Services (NC II)
13									2 sems	2 sems
14						*Household Services (NC II)		4 sems	Housekeeping (NC II)	Attractions and Theme Parks (NC II)
15									2 sems	2 sems
16										
17						Handicraft (Non-NC) Needlecraft	Handicraft (Non-NC) Fashion Accessories, Paper Craft	Handicraft (Non-NC) Basketry, Macrame	Handicraft (Non-NC) Woodcraft, Leathercraft	
18										
19						2 sems	2 sems	2 sems	2 sems	2 sems
20										

* Students cannot take a specialization if they have not taken 40 hours of the subject in Grades 7 or 8