

Reference No.

**SELF ASSESSMENT GUIDE**

<b>Qualification Title:</b>	<b>BOOKKEEPING NC III</b>		
<b>Units of Competency:</b>	<ul style="list-style-type: none"> <li>• Journalize Transactions</li> <li>• Post Transactions</li> <li>• Prepare Trial Balance</li> <li>• Prepare Financial Reports</li> <li>• Review Internal Control System</li> </ul>		
<b>Instruction:</b> Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Prepares/Enters chart of accounts			
• Analyses documents*			
• Prepares journal entry*			
• Prepares Ledger*			
• Transfers/Posts journal entries*			
• Prepares Trial Balance*			
• Prepares Worksheet*			
• Prepares Financial Statements*			
• Journalizes & Posts adjusting and closing entries*			
• Prepares Post Closing Trial Balance			
• Checks policy compliance*			
• Prepares policy compliance report*			
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.			
<b>Candidate's Signature:</b>		<b>Date:</b>	

**Note:** The Candidate must bring calculator and scissor to be used during the assessment activity and the use of cellphone/smartphone is NOT ALLOWED.

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