



CAREGIVING (ADULT CARE)

TECHNICAL-PROFESSIONAL

Grade 12

**Three-Term Budget Of Work (BOW)
for Learning Competencies**

**TECHNICAL-PROFESSIONAL
AESTHETIC, WELLNESS, AND HUMAN CARE
Grade 12**

**Three-Term Budget Of Work
For Learning Competencies**

Please note that each Tech-Pro elective is completed in one term if delivered at Grade 12.

Elective	Caregiving (Adult Care)	
Prerequisite	None	
Performance Standard	The learners perform infection control procedures, standard first aid, basic life support in accordance with Philippine National Red Cross and care plan.	
Content Standard	The learners demonstrate understanding in the career opportunities, occupational health and safety, legal and ethical issues in adult care, therapeutic and non-therapeutic communication, care plan, infection control procedures, standard first aid, and basic life support.	
Week	Learning Competency	Suggested Activities
1	Discuss career opportunities, occupational health, safety policies, and legal and ethical issues of adult care.	Activity 1: Career Pathway Research Task: Individually research different career opportunities in adult care and create a short report explaining required qualifications and potential growth. Activity 2: Group Discussion on Legal and Ethical Scenarios Task: In groups, discuss real-life scenarios involving safety policies and ethical dilemmas in adult care and present solutions to the class.

Week	Learning Competency	Suggested Activities
	Compare therapeutic with non-therapeutic communication.	Activity 1: Communication Reflection Task: Individually reflect on a personal experience of therapeutic or non-therapeutic communication and write how it could have been improved. Activity 2: Role-Play Exercise Task: In groups, perform role-play scenarios demonstrating therapeutic and non-therapeutic communication techniques and analyze the outcomes.
2	Perform infection control techniques in accordance with industry practices.	Activity 1: Hand Hygiene and PPE Practice Task: Individually demonstrate proper handwashing and use of personal protective equipment following industry standards. Activity 2: Infection Control Audit Simulation Task: In groups, inspect a simulated caregiving area for hygiene and infection control compliance and report findings.
	Demonstrate first aid and basic life support standards in accordance with Philippine Red Cross procedures.	Activity 1: Individual BLS Skills Practice Task: Perform CPR and basic first aid on a mannequin according to Philippine Red Cross guidelines. Activity 2: Group Emergency Drill Task: In groups, simulate an emergency scenario requiring first aid and BLS, coordinating roles and response.

Week	Learning Competency	Suggested Activities
3	Create a caregiving plan using SMARTER (Specific, Measurable, Attainable, Realistic, Time-bound, Evaluate, Re-evaluate) approach.	Activity 1: Individual Care Plan Design Task: Create a personal caregiving plan for a hypothetical client using the SMARTER framework. Activity 2: Group Care Plan Review Task: In groups, exchange caregiving plans, provide feedback, and suggest improvements based on SMARTER criteria.
Suggested Performance Task	Individual Performance Task: SMARTER Caregiving Plan Task: Create a caregiving plan for a chosen client (elderly, disabled, or recovering patient) using the SMARTER approach	
Performance Standard	The learners perform the procedure in taking the vital signs.	
Content Standard	The learners demonstrate an understanding of the phases of the aging process and of the importance of taking vital signs.	
4	Discuss the phases of body system in relation to aging process	Activity 1: Aging Process Reflection Task: Individually research one body system and describe how it changes with age in a short report. Activity 2: Group Presentation Task: In groups, create a visual presentation explaining how multiple body systems interact during aging.

Week	Learning Competency	Suggested Activities
5	Perform the procedure in taking the vital signs	Activity 1: Individual Vital Signs Practice Task: Measure temperature, pulse, respiration, and blood pressure on a classmate or mannequin, recording results accurately. Activity 2: Peer Vital Signs Challenge Task: In groups, take turns measuring vital signs and compare results for accuracy and consistency.
Performance Standard		The learners perform feeding techniques, left-over food storage and disposal, basics of toileting and elimination, bathing techniques, perineal/genital care, oral care procedure and bed making procedure
Content Standard		The learners demonstrate an understanding of the food pyramid and therapeutic diet, feeding techniques, proper storage and disposal of left-over food, basics of toileting and elimination, bathing techniques, perineal/genital care, oral care procedure and bed making procedure.
5	Perform feeding techniques	Activity 1: Individual Feeding Practice Task: Practice safe and hygienic feeding techniques on a mannequin or volunteer while monitoring for choking hazards. Activity 2: Group Scenario Simulation Task: In groups, role-play feeding a client with special needs, demonstrating correct technique and teamwork.
6	Perform basics of toileting and elimination procedure	Activity 1: Individual Skills Practice Task: Demonstrate proper toileting assistance techniques and hygiene maintenance on a mannequin. Activity 2: Group Problem-Solving Task: In groups, discuss challenging scenarios in toileting care and present safe, practical solutions.

Week	Learning Competency	Suggested Activities
	Perform bathing techniques	Activity 1: Individual Bed Bath Practice Task: Perform a bed bath or sponge bath on a mannequin while following hygiene and safety guidelines. Activity 2: Group Observation & Feedback Task: In groups, observe each other performing bathing procedures and provide constructive feedback.
7	Perform perineal/genital care techniques	Activity 1: Individual Skills Practice Task: Perform perineal/genital care on a mannequin following infection control standards. Activity 2: Group Discussion on Privacy & Dignity Task: In groups, discuss strategies for maintaining client privacy and dignity while performing personal care.
	Perform oral care procedure	Activity 1: Individual Oral Care Practice Task: Demonstrate oral care on a mannequin or client model, including brushing, flossing, and denture cleaning. Activity 2: Group Oral Hygiene Presentation Task: In groups, create a short presentation on the importance of oral care for adults and best practices.

Week	Learning Competency	Suggested Activities
8	Perform hospital bed making techniques	Activity 1: Individual Bed Making Practice Task: Make a hospital bed correctly, including linen changes and proper positioning for patient safety. Activity 2: Group Efficiency Challenge Task: In groups, practice bed making as a timed activity to improve speed and accuracy while maintaining standards.
Suggested Performance Task	Individual Performance Task: Hospital Bed Making Procedure Guide Task: Explain the step-by-step procedure in making an unoccupied hospital bed. Include proper techniques Group Task: Hospital Bed Making Demonstration Task: As a group, perform a proper hospital bed making technique (unoccupied or occupied bed). Demonstrate correct: - Linen handling and folding - Body mechanics and safety - Infection control procedures - Final bed presentation standards	
Performance Standard	The learners demonstrate safe ambulation and transfer techniques, basic wound care techniques, heat/cold therapy techniques, and medication administration assistance	
Content Standard	The learners demonstrate an understanding of safe ambulation and transfer techniques, basic wound care techniques, heat/cold therapy techniques, palliative care, and medication administration assistance.	

Week	Learning Competency	Suggested Activities
8	Perform safe ambulation and transfer techniques	Activity 1: Individual Practice Task: Demonstrate safe transfer techniques from bed to wheelchair or chair using proper body mechanics. Activity 2: Group Peer Assistance Drill Task: In groups, practice assisting multiple “clients” through safe ambulation and transfer scenarios.
	Perform basic wound care techniques	Activity 1: Individual Dressing Change Practice Task: Perform a basic wound dressing change on a mannequin following infection control protocols. Activity 2: Group Case Study Discussion Task: In groups, discuss different types of wounds and appropriate care procedures for each type.
9	Perform heat/cold therapy techniques	Activity 1: Individual Application Practice Task: Apply heat or cold therapy to a mannequin or model safely, noting timing and precautions. Activity 2: Group Scenario Simulation Task: In groups, role-play a patient scenario requiring heat or cold therapy and explain your approach.
	Discuss palliative care	Activity 1: Individual Reflection on Palliative Care Task: Write a reflection on the role of palliative care in improving quality of life for adult clients. Activity 2: Group Case Study Task: Analyze a case study of a terminally ill client and discuss a palliative care approach in groups.

Budget of Work **Grade 12 | Tech-Pro: Caregiving (Adult Care)**

Week	Learning Competency	Suggested Activities
10	Perform medication administration assistance	Activity 1: Individual Practice Task: Practice assisting a client with oral medication administration following safety guidelines. Activity 2: Group Role Play Task: In groups, simulate a medication schedule for multiple clients, demonstrating correct assistance and recording.
	Calculate the service cost in providing caregiving services	Activity 1: Individual Calculation Exercise Task: Calculate the cost of providing adult care services for a client using a provided rate sheet. Activity 2: Group Budget Planning Task: In groups, develop a sample budget for caregiving services, including supplies, labor, and contingency costs.

Suggested Performance Task	Individual Performance Task: Medication Assistance Procedure Guide Task: Explain the proper steps in assisting medication administration under supervision. Include key safety practices such as: • Checking the “5 Rights” (right patient, medication, dose, time, route) • Hand hygiene and safety precautions • Proper documentation and communication • Observing for side effects Group Task: Caregiving Service Cost Computation Task: As a group, compute the total cost of caregiving services for one day or one client case. Include: • Medication assistance cost (if applicable) • Supplies (gloves, syringes, hygiene materials) • Labor/service fee • Miscellaneous expenses
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