

# COMPETENCY STANDARDS



## **MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II**

**CREATIVE SECTOR**

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
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## CREATIVE SECTOR

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## COMPETENCY STANDARDS FOR MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II

### Section 1 MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II

The **MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II** Qualification consists of competencies that a person must achieve to weave mat and make mat-woven products. It consists of performing pre-weaving activities, producing mat, producing diversified mat products, conducting quality check and market products.

This Qualification is packaged from the competency map of the Creative Sector as shown in Annex A.

The units of competency comprising this qualification include the following:

Code	<b>BASIC COMPETENCIES</b>
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
Code	<b>COMMON COMPETENCIES</b>
CRVXXX	Develop and update industry knowledge
CRVXXX	Develop creative and artistic skills and cultural awareness
CRVXXX	Observe procedures, specifications and manuals of instructions
CRVXXX	Operate equipment
CRVXXX	Manage own performance
CRVXXX	Maintain a safe, clean and efficient work environment
CRVXXX	Provide and maintain effective client relations
CRVXXX	Observe quality system
Code	<b>CORE COMPETENCIES</b>
CRVXXXXX	Produce processed weaving materials
CRVXXXXX	Produce mat
CRVXXXXX	Produce diversified mat products
CRVXXXXX	Market products

**A person who has achieved this Qualification is competent to be:**

- **Mat Weaver**
- **Marketing Personnel**

## SECTION 2

## COMPETENCY STANDARDS

These guidelines are set to provide the Technical Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II**

### BASIC COMPETENCIES

**Unit of Competency** : PARTICIPATE IN WORKPLACE COMMUNICATION

**Unit Code** : 500311105

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from <b>appropriate sources</b> 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate <b>medium</b> is used to transfer information and ideas 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and <b>storage</b>	<ul style="list-style-type: none"> <li>• Procedure of gathering workplace information</li> <li>• Techniques in gathering information</li> <li>• Effective methods of conveying information</li> <li>• Written communication methods</li> <li>• Techniques in conveying communication</li> <li>• Different modes of communication</li> <li>• Organizational policies</li> <li>• Communication procedures and systems</li> <li>• Technology relevant to the enterprise and the individual's work responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Gathering of workplace information skills</li> <li>• Sourcing of information skills</li> <li>• Sorting of information skills</li> <li>• Obtaining workplace information skills</li> <li>• Conveying workplace information skills</li> <li>• Gathering and providing information in response to workplace Requirements</li> </ul>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	<p>of information are used</p> <p>1.7 Personal interaction is carried out clearly and concisely</p>		
2. Participate in workplace meetings and discussions	<p>2.1 Team meetings are attended on time</p> <p>2.2 Own opinions are clearly expressed and those of others are listened to without interruption</p> <p>2.3 Meeting inputs are consistent with the meeting purpose and established <b>protocols</b></p> <p>2.4 <b>Workplace interactions</b> are conducted in a courteous manner</p> <p>2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to</p> <p>2.6 Meetings outcomes are interpreted and implemented</p>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Different modes of communication</li> <li>• Written communication</li> <li>• Organizational policies</li> <li>• Communication procedures and systems</li> <li>• Decorum in participating workplace meetings and discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Participating skills in workplace meetings and discussions</li> <li>• Following simple spoken language</li> <li>• Completing work related documents</li> <li>• Estimating, calculating and recording routine workplace measures</li> <li>• Relating to people of social range in the workplace</li> <li>• Gathering and providing information in response to workplace Requirements</li> </ul>
3. Complete relevant work related documents	<p>3.1 Range of <b>forms</b> relating to conditions of employment is completed accurately and legibly</p> <p>3.2 Workplace data is recorded on standard workplace forms and documents</p> <p>3.3 Basic mathematical processes are used for routine calculations</p>	<ul style="list-style-type: none"> <li>• Methods of making/completing work related documents</li> <li>• Company standards and procedures in making work related documents</li> <li>• Effective communication</li> <li>• Different modes of communication</li> <li>• Written communication</li> </ul>	<ul style="list-style-type: none"> <li>• Documenting skills</li> <li>• Report writing skills</li> <li>• Making/developing work related documents</li> <li>• Perform routine workplace duties following simple written notices</li> <li>• Completing work related documents</li> <li>• Estimating, calculating and recording routine workplace measures</li> </ul>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
	3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	<ul style="list-style-type: none"> <li>• Organizational policies</li> <li>• Communication procedures and systems</li> <li>• Technology relevant to the enterprise and the individual's work responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to relate to people of social range in the workplace</li> </ul>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face to face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1 Face to face 5.2 Telephone 5.3 Electronic and two way radio 5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

## EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Resource Implications	The following resources <u>MUST</u> be provided: 2.1 Fax machine 2.2 Telephone 2.3 Writing materials 2.4 Internet
3. Methods of Assessment	Competency in this unit must be assessed through: 6.1 Direct Observation 6.2 Oral interview and written test
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution



**Unit of Competency : WORK IN A TEAM ENVIRONMENT**

**Unit Code : 500311106**

**Unit Descriptor : This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.**

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Describe team role and scope	1.1 The <b>role and objective of the team</b> is identified from available <b>sources of information</b> 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Company vision/mission statements 1.2 Company policies and employee code of conduct 1.3 Communication process 1.4 Team structure 1.5 Team roles 1.6 Group planning and decision making	1.1 Communicating skills appropriately and consistent with the culture of the workplace 1.2 Adopting skills to team role and scope of responsibilities
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified	2.1 Company vision/mission statements 2.2 Company policies and employee code of conduct 2.3 Communication process 2.4 Team structure 2.5 Team roles 2.6 Group planning and decision making 2.7 Methods and techniques of role and responsibility identification with a team	2.1 Communicating skills appropriately and consistent with the culture of the workplace 2.2 Role and responsibility identification skills
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known	3.1 Approaches of interacting with team members 3.2 Types of communications used in effective interaction with team members	3.1 Team working skills 3.2 Communicating skills appropriately and consistent with the culture of the workplace 3.3 Skills in observing

ELEMENT	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
	<p>team activities and objectives</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and <b><i>workplace context</i></b></p> <p>3.3 Observed protocols in reporting using standard operating procedures</p> <p>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members</p>	<p>3.3 Methods of working as a team</p> <p>3.4 Techniques in working as a team</p>	<p>protocols when making reports</p> <p>3.4 Using standard procedures when making reports</p> <p>3.5 Developing teamwork plans based on team's role and objectives</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgment maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Operated in a team to complete workplace activity</li> <li>1.2 Worked effectively with others</li> <li>1.3 Conveyed information in written or oral form</li> <li>1.4 Selected and used appropriate workplace language</li> <li>1.5 Followed designated work plan for the job</li> <li>1.6 Reported outcomes</li> </ul>
2. Resource implications	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>2.2 Materials relevant to the proposed activity or tasks</li> </ul>
3. Method of assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Observation of the individual member in relation to the work activities of the group</li> <li>3.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal</li> <li>3.3 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork</li> </ul>
4. Context of assessment	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed in workplace or in a simulated workplace setting</li> <li>4.2 Assessment shall be observed while task are being undertaken whether individually or in group</li> </ul>

**Unit of Competency : PRACTICE CAREER PROFESSIONALISM**

**Unit Code : 500311107**

**Unit Descriptor : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.**

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra and interpersonal relationships are maintained in the course of managing oneself based on performance <b>evaluation</b> 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties	1.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 1.2 Company policies 1.3 Company operations, procedures and standards 1.4 Company mission/vision statements 1.5 Ways of integrating personal objectives with organizational goals	1.1 Integrating skills of personal objectives with organizational goals 1.2 Pursuing personal growth and work plans 1.3 Demonstrating commitment to the organization and its goals 1.4 Intra and Interpersonal skills
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives 2.2 <b>Resources</b> are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures	2.1 Company policies 2.2 procedures and standards 2.3 Company and departmental goals and priorities 2.4 Managing priorities and commitments 2.5 Economic use and maintenance of equipment and facilities 2.6 Ways and means of practicing economic use and maintenance of equipment and facilities	2.1 Setting skills of work priorities 2.2 Meeting with work priorities 2.3 Intra and Interpersonal skills 2.4 Communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
3. Maintain professional growth and development	3.1 <b><i>Trainings and career opportunities</i></b> are identified and availed of based on job requirements 3.2 <b><i>Recognitions</i></b> are sought/received and demonstrated as proof of career advancement 3.3 <b><i>Licenses and/or certifications</i></b> relevant to job and career are obtained and renewed	3.1 Ways of identifying trainings and career opportunities 3.2 Techniques of seeking and receiving recognitions 3.3 Procedures of obtaining licenses and/or certifications relevant to the job	3.1 Identifying trainings and career opportunities 3.2 Seeking recognitions are sought/received and demonstrated as proof of career advancement 3.3 Obtaining and renewing Licenses and/or certifications relevant to job and career

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Attained job targets within key result areas (KRAs)</li> <li>1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation</li> <li>1.3 Completed trainings and career opportunities which are based on the requirements of the industries</li> <li>1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification</li> </ul>
2. Resource implications	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Workplace or assessment location</li> <li>2.2 Case studies/scenarios</li> </ul>
3. Method of assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Portfolio Assessment</li> <li>3.2 Interview</li> <li>3.3 Simulation/Role-plays</li> <li>3.4 Observation with questioning</li> <li>3.5 Third Party Reports</li> <li>3.6 Exams and Tests</li> </ul>
4. Context of assessment	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>



**Unit of Competency : PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

**Unit Code : 500311108**

**Unit Descriptor : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety**

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Identify hazards and risks	1.1 <b>Safety regulations</b> and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 <b>Hazards/risks</b> in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 <b>Contingency measures</b> during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures	1.1 Company workplace safety regulations 1.2 Industry hazard control practices and procedures 1.3 Internationally recognized OHS procedures and practices and regulations 1.4 PPE types and uses 1.5 Personal hygiene practices 1.6 Hazards/risks identification and control 1.7 Threshold Limit Value -TLV 1.8 OHS indicators 1.9 Organization safety and health protocol 1.10 Safety consciousness 1.11 Health consciousness	1.1 Clarifying and explaining safety regulations and workplace safety and hazard control 1.2 Identifying hazards/risks in the workplace and their corresponding indicators 1.3 Recognizing contingency measures during workplace accidents, fire and other emergencies 1.4 Practice of personal hygiene 1.5 Interpersonal skills 1.6 Communication skills
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit	2.1 Methods of identifying terms of maximum tolerable limits 2.2 Hazard effects 2.3 Reporting methods on OHS	2.1 Identifying terms of maximum tolerable limits 2.2 Determining effects of hazards and risks 2.3 Reporting OHS

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation	issues/concerns 2.4 OHS procedures and practices and regulations 2.5 PPE types and uses 2.6 Hazards/risks identification and control 2.7 Threshold Limit Value -TLV 2.8 OHS indicators 2.9 Organization safety and health protocol 2.10 Safety consciousness 2.11 Health consciousness	issues and/or concerns 2.4 Identifying safety hazards 2.5 Hazards/risks identification and control skills 2.6 Interpersonal skills 2.7 Communication skills
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 <b>Personal protective equipment (PPE)</b> is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with	3.1 Ways of following Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Ways of following procedures for dealing with workplace accidents, fire and emergencies 3.3 Types and use of personal protective equipment (PPE) 3.4 OHS procedures and practices and regulations 3.5 Methods and techniques in providing appropriate assistance in the event of a workplace emergency 3.6 Hazards/risks	3.1 Following occupational health and safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Following procedures for dealing with workplace accidents, fire and emergencies 3.3 Using correctly personal protective equipment (PPE) 3.4 Providing assistance in the event of a workplace emergency in accordance with established organization protocol

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
	established organization protocol	identification and control	
4. Maintain OHS awareness	4.1 <b><i>Emergency-related drills and trainings</i></b> are participated in as per established organization guidelines and procedures  4.2 <b><i>OHS personal records</i></b> are completed and updated in accordance with workplace requirements	4.1 Participation procedures in emergency-related drills and trainings 4.2 Ways of completing and updating OHS personal records 4.3 OHS procedures and practices and regulations 4.4 OHS indicators	4.1 Participating in emergency-related drills and trainings 4.2 Completing and updating OHS personal records

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 Explained clearly established workplace safety and hazard control practices and procedures</li> <li>1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures</li> <li>1.3 Recognized contingency measures during workplace accidents, fire and other emergencies</li> <li>1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV.</li> <li>1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace</li> <li>1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices</li> <li>1.7 Completed and updated OHS personal records in accordance with workplace requirements</li> </ol>
2. Resource implications	<p>The following resources <u>MUST</u> be provided:</p> <ol style="list-style-type: none"> <li>2.1 Workplace or assessment location</li> <li>2.2 OHS personal records</li> <li>2.3 PPE</li> <li>2.4 Health records</li> </ol>
3. Method of assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> <li>3.1 Portfolio Assessment</li> <li>3.2 Interview</li> <li>3.3 Case Study/Situation</li> </ol>
4. Context of assessment	<ol style="list-style-type: none"> <li>4.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ol>

## COMMON COMPETENCIES

**Unit of Competency** : ENHANCE INDUSTRY KNOWLEDGE AND SKILLS

**Unit Code** : CRVXXX

**Unit Descriptor** : This unit of competency deals with the knowledge, skills required to source out information, update industry knowledge and prepare prototype.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Source out information	<p>1.1 <b>Sources of information</b> on the industry are identified and coordinated according to industry procedures.</p> <p>1.2 <b>Sources of information</b> are accessed based on industry procedures.</p> <p>1.3 Sourced information are <b>documented</b> based on industry procedures.</p> <p>1.4 <b>Documentation tools, materials, and equipment</b> are prepared and used based on industry procedures.</p>	<p>1.1.Sources of industry information</p> <p>1.2 Industry procedure</p> <p>1.2.1 FPIC (free prior inform consent)</p> <p>1.2.2 Documentary requirements in seeking information</p> <p>1.3 Documentation procedure</p> <p>1.4 Types and uses of documentation tools, materials, and equipment</p> <p>1.5 Capacity building on sourcing of information</p> <p>1.6 Safety measures</p> <p>1.7 Gender sensitivity</p> <p>1.8 Cultural sensitivity</p> <p>1.9 Attitude</p> <p>1.9.1 Patience</p> <p>1.9.2 Resourcefulness</p> <p>1.9.3 Organized</p> <p>1.9.4 Focus on details</p> <p>1.9.5 Polite</p>	<p>1.1 Sourcing out information</p> <p>1.2 Coordination skills</p> <p>1.3 Communication skills</p> <p>1.4 Research skills</p> <p>1.5 Documentation skills</p> <p>1.6 Use and operating tools, materials, and equipment</p> <p>1.7 Applying safety measures during documentation</p>
2. Update industry knowledge	<p>2.1 Sourced information are <b>used</b> based on industry procedures.</p>	<p>2.1 Use of sourced information</p> <p>2.2 Documentation</p> <p>2.3 Copyright procedures</p>	<p>2.1 Using and sharing sourced information</p> <p>2.2. Documentation skills</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
	2.2 Sourced information are shared to colleagues based on industry procedures. 2.3 <b>Documentation</b> is done based on industry procedures.	2.4 Indigenous knowledge system and practices (IKSP) 2.3.1 Rituals 2.3.2 Chanting 2.5 Gender sensitivity 2.6 Cultural sensitivity 2.7 OSHS 2.8 Attitude 2.8.1 Patience 2.8.2 Resourcefulness 2.8.3 Organized 2.8.4 Focus on details 2.8.5 Polite	2.3 Following copyright procedures 2.4 Practicing IKSP 2.5 Communication skills
3. Prepare prototype	3.1 Experimentation is performed based on sourced information. 3.2 Product is improved based on experimental findings. 3.3 Improved product is checked for quality based on industry procedures. 3.4 Safety practices are applied following OSHS	3.1 Prototyping 3.2 Experimentation procedures 3.3. Product improvement 3.4 Quality checking 3.5 OSHS 3.6 Attitude 3.6.1 Patience 3.6.2 Resourcefulness 3.6.3 Organized 3.6.4 Focus on details 3.6.5 Polite	3.1 Preparing prototype 3.2 Conducting experimentation 3.3 Improving product 3.4 Quality checking 3.5 Applying OSHS

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of information	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers 1.3 Manuals 1.4 Personal observation and experience 1.5 Training 1.6 Partners 1.6.1 Local Government Unit (LGU) 1.6.2 National Government Agencies 1.6.3 Civil Society Organizations (CSO) 1.6.4 Academic institutions
2. Documentation of sourced information	May include: 2.1 Photo documentation 2.2 Preparation of Write-ups 2.3 Videos documentation 2.4 Recordings 2.5 Documenting pattern thru drawing 2.6 Obtaining sample product
3. Documentation tools, materials, and equipment	May include: 3.1 Tools 3.1.1 Questionnaires 3.1.2 Survey 3.2 Materials Record book Ball pen 3.3 Equipment Video camera Mobile phone
4. Usage of sourced information	It includes: 4.1 Adaptation 4.2 Adoption



## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 Accessed sources of information.</li> <li>1.2 Documented sourced information.</li> <li>1.3 Used sourced information.</li> <li>1.4 Carried out documentation.</li> <li>1.5 Improved product.</li> <li>1.6 Checked quality of improved product.</li> <li>1.7 Applied safety practices.</li> </ol>
2. Resource Implications	<p>The following resources <b>MUST</b> be provided:</p> <ol style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ol>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ol>
4. Context for Assessment	<ol style="list-style-type: none"> <li>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</li> </ol>

**Unit of Competency** : **ENHANCE CREATIVE AND ARTISTIC SKILLS AND CULTURAL AWARENESS**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes required to plan for the activities, conduct capacitation activity, conduct cultural awareness activity and perform benchmarking. It also includes competency required to exhibit professional practice that describes development of creative, artistic and conceptual skills required to work as a practicing artist. It also deals with communicating effectively and working strategically to achieve planned outcomes as an artist.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Plan for the activities	1.1 Information on cultural skills and practices is accessed and used. 1.2 Areas for improvement are identified based on gathered information. 1.3 Action plan is prepared based on consultation. 1.4 Consultation is made with <b>cultural authorities</b> . 1.5 Artistic skills group are formed.	1.1 Intervention procedures 1.2 Cultural skills and practices 1.3 Action plan 1.4 Consultation procedures 1.4.1 KSP 1.4.2 FPIC 1.5 Cultural authorities 1.6 Artistic skills group 1.7 Cultural mapping and profiling 1.8 Attitude 1.8.1 Patience 1.8.2 Organized 1.8.3 Time conscious 1.8.4 Resourcefulness 1.8.5 Focused	1.1 Accessing and using information on cultural skills 1.2 Identifying areas of improvement 1.3 Preparing action plan 1.4 Conducting consultation 1.5 Conducting cultural mapping and profiling
2. Conduct capacitation activity	2.1 Training and specialization is selected with reference to improvement area. 2.2 <b>Capacitation strategies</b> are applied based on	2.1 Types and procedures of capacitation strategies 2.2 Types of training and specialization 2.3 Administrative requirements	2.1 Selecting training and specialization 2.2 Applying capacitation strategies 2.3 Preparing and submitting administrative

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>industry procedures.</p> <p>2.3 Administrative requirements are prepared and submitted.</p> <p>2.4 Learner is monitored and evaluated according to capacitation strategies.</p>	<p>2.4 Preparation procedures</p> <p>2.5 Community immersion procedures</p> <p>2.6 Basic arithmetic operations</p> <p>2.7 Determination of areas for improvement</p> <p>2.8 Monitoring and evaluation procedures of learner</p> <p>2.9 Attitude</p> <p>2.9.1 Organized</p> <p>2.9.2 Honesty</p> <p>2.9.3 Patience</p> <p>2.9.4 Resourcefulness</p> <p>2.9.5 Industriousness</p> <p>2.9.6 Politeness</p>	<p>requirements</p> <p>2.4 Preparing budgetary requirements</p> <p>2.5 Communication skills</p> <p>2.6 Determining improvement area</p> <p>2.7 Monitoring and evaluating learner</p>
3. Conduct cultural awareness activity	<p>3.1 <b>Cultural events</b> are identified according to established industry procedures.</p> <p>3.2 Cultural events are participated according to industry practices.</p> <p>3.3 Coordination activities are performed following industry procedures.</p> <p>3.4 <b>Promotional materials</b> are prepared according to established practices.</p> <p>3.5 Cultural promotion is carried out based on established industry procedures.</p>	<p>3.1 Acculturation</p> <p>3.2 Types of cultural events</p> <p>3.3 Coordination procedures</p> <p>3.4 Responding to invitation</p> <p>3.5 Types of promotional materials</p> <p>3.6 Cultural promotion procedures</p> <p>3.7 Cultural sensitivity</p> <p>3.8 Attitude</p> <p>3.8.1 Awareness on details</p> <p>3.8.2 Organized</p> <p>3.8.3 Resourcefulness</p> <p>3.8.4 Patience</p> <p>3.8.5 Politeness</p> <p>3.8.6 Industriousness</p>	<p>3.1 Identifying cultural events</p> <p>3.2 Participating cultural events</p> <p>3.3 Performing coordination procedures</p> <p>3.4 Preparing promotional materials</p> <p>3.5 Carrying out cultural promotion</p> <p>3.6 Communication skills</p>
4. Perform benchmarking	4.1 Community is identified and	4.1 Cultural skilled-shared knowledge	4.1 Identifying and selecting

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>selected based on industry procedures.</p> <p>4.2 Cultural exchange is facilitated according to industry procedure.</p> <p>4.3 Community practices are identified and selected following industry procedures.</p> <p>4.4 <b>Cultural authorities</b> are consulted for cultural skilled – shared knowledge based on established protocol.</p> <p>4.5 Best practice is applied based on approval of cultural authorities.</p> <p>4.6 Adjustments are applied based on consultation with the <b>cultural authorities</b>.</p> <p>4.7 Documentation is performed based on the result of consultation.</p>	<p>4.2 Cultural authorities</p> <p>4.3 Cultural sensitivity</p> <p>4.4 Different community practices</p> <p>4.5 Facilitation procedures</p> <p>4.6 Types of cultural community</p> <p>4.7 Consultation and approval procedures</p> <p>4.8 Best cultural practices</p> <p>4.9 Documentation procedure</p> <p>4.10 Attitude</p> <p>4.10.1 Awareness on details</p> <p>4.10.2 Organized</p> <p>4.10.3 Resourcefulness</p> <p>4.10.4 Patience</p> <p>4.10.5 Politeness</p> <p>4.10.6 Industriousness</p> <p>4.10.7 Respectfulness</p>	<p>community</p> <p>4.2 Facilitating cultural exchange</p> <p>4.3 Identifying community practices</p> <p>4.4 Consulting cultural authorities</p> <p>4.5 Applying best practices</p> <p>4.6 Communication skills</p> <p>4.7 Documentation skills</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural authorities	May include: 1.1 Cultural masters/ bearers 1.2 Traditional leaders 1.3 Traditional elders 1.4 Cultural Elders 1.5 Cultural Master 1.6 Cultural Bearers
2. Capacitation strategies	May include: 2.1 Training 2.1.1 Mentoring 2.1.2 School-based 2.2 Community immersion
3. Cultural events	Cultural events may include: 3.1 Exhibits 3.2 Forum 3.3 Festival 3.4 Cultural exchange 3.5 Trade fair
4. Promotional materials	May include: 4.1 Fliers 4.2 Hand-outs 4.3 Media promotions 4.4 Pamphlets 4.5 Social media 4.6 Signages 4.7 Product labeling and packaging 4.8 Brochure

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1. Identified areas for improvement</li> <li>1.2 Prepared action plan</li> <li>1.3 Conduct capacitation activity               <ul style="list-style-type: none"> <li>1.3.1 Selected training and specialization</li> <li>1.3.2 Applied capacitation strategies</li> <li>1.3.3 Prepared and submitted administrative requirements</li> <li>1.3.4 Monitored and evaluated learner</li> </ul> </li> <li>1.4 Conduct cultural awareness activity               <ul style="list-style-type: none"> <li>1.4.1 Identified cultural events</li> <li>1.4.2 Participated cultural events</li> <li>1.4.3 Performed coordination activities</li> <li>1.4.4 Prepared promotional materials</li> <li>1.4.5 Carried out cultural promotion</li> </ul> </li> <li>1.5 Perform benchmarking               <ul style="list-style-type: none"> <li>1.5.1 Identified and selected community</li> <li>1.5.2 Facilitated cultural exchange</li> <li>1.5.3 Identified and selected community practices</li> <li>1.5.4 Consulted cultural authorities</li> <li>1.5.5 Applied best practice</li> <li>1.5.6 Applied adjustments</li> <li>1.5.7 Performed documentation</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **DEVELOP ARTISTIC SKILLS AND CULTURAL AWARENESS OF ONE-SELF**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes to develop one-self as cultural bearer. It includes competency to identify individual improvement areas, immerse to culture and arts and enhance artistic skills.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Identify individual improvement areas	1.1 Improvement areas are listed and selected based on line of interest 1.2 Documentation is done based on community practices 1.3 <b>Sourced information</b> is verified from community <b>cultural authorities</b> . 1.4 Immersion is planned according to community procedure.	1.1 Indigenous Peoples Rights Act (IPRA) RA 8371 1.1.1 Free Prior Inform Consent (FPIC) 1.1.2 Indigenous Knowledge Skills and Practices (IKSP) Act 1.2 Intellectual Property Rights (IPR) 1.3 Cultural authorities 1.4 Community practices and procedures 1.5 Planning procedures 1.6 Documentation procedures 1.7 Coordination process 1.7.1 NCIP 1.7.2 Chieftain 1.7.3 LGUs 1.8 Attitude 1.8.1 Resourcefulness 1.8.2 Patience 1.8.3 Industrious 1.8.4 Politeness 1.8.5 Organized	1.1 Listing and selecting needs 1.2 Conducting documentation 1.3 Verifying sourced information 1.4 Planning immersion 1.5 Conducting coordination
2. Immerse to culture and arts	2.1 <b>Sources of culture and arts information</b> are obtained following community practices.	2.1 Sources of culture and arts information 2.2 Cultural immersion approaches 2.3 Indigenous Peoples Rights Act (IPRA)	2.1 Sourcing culture and arts information 2.2 Selecting and participating cultural

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 <b>Cultural immersion approaches</b> are selected and participated. 2.3 Insights and experiences on arts and culture are discussed with community cultural authorities following community practices.	2.4 Indigenous Knowledge Skills and Practices (IKSP) 2.5 Intellectual Property Rights (IPR) 2.6 Focused-group discussion (FGD) procedures 1.8 Attitude 1.8.1 Honesty 1.8.2 Patience 1.8.3 Politeness 1.8.4 Resourcefulness	immersion 2.3 Communication skills 2.4 Performing focused-group discussion (FGD) 2.5 Discussing insights and experiences arts and culture
3. Enhance artistic skills	3.1 Prototype is produced based on the collected best practices. 3.2 Approval of the product is sought from community cultural authorities. 3.3 <b>Tools, materials, and equipment</b> are utilized according to community practices. 3.4 Safety practices are applied following OSHS.	3.1 Community practices 3.2 Community cultural authorities 3.3 Utilization of tools, materials, and equipment 3.4 OSHS 3.5 IKSP 3.6 Cultural sensitivity 3.7 Gender sensitivity 3.8 Application of best practices 3.9 Manufacturer's manual 2.10 Attitude 3.10.1 Attention to details 3.10.2 Patience 3.10.3 Organized 3.10.4 Honesty 3.10.5 Time consciousness 3.10.6 Industrious 3.10.7 Resourcefulness	3.1 Applying best practices 3.2 Seeking approval of the product 3.3 Utilizing tools, materials, and equipment 3.4 Applying safety practices 3.5 Communication skills



## RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural authorities	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers
2. Sourced information on culture and art form	May include information from: 2.1 Manuals 2.2 Personal observations and experience 2.3 Training 2.4 Drawn pattern 2.5 Sample product 2.6 Documented video 2.7 Documented photo 2.8 Write-ups 2.9 Recordings
3. Sources of culture and arts information	May include: 3.1 Cultural masters 3.2 Cultural bearers 3.3 Cultural elders 3.4 Traditional leaders 3.5 Traditional elders 3.6 Manuals 3.7 Personal observation and experience 3.8 Training 3.9 Partners 3.9.1 LGU 3.9.2 National Government Agencies 3.9.3 Civil Society Organizations (CSO) 3.9.4 Academic institutions
4. Cultural immersion approaches	May include: 4.1 Participate in community events 4.2 Community visitations 4.3 Practice traditional arts and culture 4.4 Cultural exchange programs 4.5 Participate in cultural activities
5. Tools, materials, and equipment	May include: A. For Documentation 5.1 Tools 5.1.1 Questionnaires 5.1.2 Survey 5.2 Materials 5.2.1 Record book 5.2.2 Ball pen 5.3 Equipment 5.3.1 Video camera 5.3.2 Mobile phone 5.3.3 Recorder

VARIABLE	RANGE
	<p data-bbox="651 271 1059 304"><b>B. For Product Development</b></p> <p data-bbox="651 309 847 342"><b>5.1 Materials</b></p> <p data-bbox="708 347 924 380">5.1.1 bee wax</p> <p data-bbox="708 385 863 418">5.1.2 fiber</p> <p data-bbox="708 423 895 456">5.1.3 thread</p> <p data-bbox="708 461 855 495">5.1.4 dye</p> <p data-bbox="708 499 932 533">5.1.5 mud clay</p> <p data-bbox="708 537 900 571">5.1.6 bronze</p> <p data-bbox="708 575 871 609">5.1.7 cloth</p> <p data-bbox="708 613 890 647">5.1.8 beads</p> <p data-bbox="708 651 884 685">5.1.9 rattan</p> <p data-bbox="708 689 927 723">5.1.10 bamboo</p> <p data-bbox="708 728 983 761">5.1.11 wicker (nito)</p> <p data-bbox="708 766 1019 799">5.1.12 pandan leaves</p> <p data-bbox="708 804 999 837">5.1.13 swamp grass</p> <p data-bbox="708 842 879 875">5.1.14 tikog</p> <p data-bbox="708 880 970 913">5.1.15 animal skin</p> <p data-bbox="708 918 956 952">5.1.16 first aid kit</p> <p data-bbox="708 956 892 990">5.1.17 PPEs</p> <p data-bbox="651 994 796 1028"><b>5.2 Tools</b></p> <p data-bbox="708 1032 916 1066">5.2.1 needles</p> <p data-bbox="708 1070 868 1104">5.2.2 knife</p> <p data-bbox="708 1108 863 1142">5.2.3 bolo</p> <p data-bbox="708 1146 1034 1180">5.2.4 bamboo stripper</p> <p data-bbox="708 1184 940 1218">5.2.5 wood tool</p> <p data-bbox="708 1223 1011 1256">5.2.6 carpentry tools</p> <p data-bbox="708 1261 983 1294">5.2.7 curving tools</p> <p data-bbox="708 1299 1027 1332">5.2.8 measuring tools</p> <p data-bbox="651 1337 871 1370"><b>5.3 Equipment</b></p> <p data-bbox="708 1375 1107 1408">5.3.1 upright/standing loom</p> <p data-bbox="708 1413 1019 1447">5.3.2 backstrap loom</p> <p data-bbox="708 1451 1031 1485">5.3.3 sewing machine</p> <p data-bbox="708 1489 967 1523">5.3.4 earthen pot</p> <p data-bbox="708 1527 895 1561">5.3.5 splitter</p> <p data-bbox="708 1565 911 1599">5.3.6 stripper</p>

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Listed and selected improvement areas.</li> <li>1.2 Verified sourced information from cultural authorities.</li> <li>1.3 Selected and participated cultural immersion approaches.</li> <li>1.4 Discussed insights and experiences on arts and culture with community cultural authorities.</li> <li>1.5 Applied best community practices.</li> <li>1.6 Applied safety practices</li> </ul>
<p>2. Resource Implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **WORK WITH TOOLS, MATERIALS AND EQUIPMENT**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes required to prepare, utilize, maintain and store tools, materials and equipment and operate equipment.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Prepare tools, materials and equipment	1.1 <b>Tools, materials and equipment</b> are selected according to work requirement. 1.2 Serviceability of <b>tools and equipment</b> are checked according to community and manufacturer's specification. 1.3 <b>Materials</b> are sourced out according to work requirement. 1.4 Availability and conformance of <b>materials</b> are checked according to community and manufacturer's specification. 1.5 Safety practices are applied following OSHS	1.1 Types, uses and functions of indigenous and industrial materials, tools and equipment 1.2 Sustainable sourcing of raw materials 1.3 Conformance and availability of indigenous raw materials 1.4 Inspection procedures 1.5 Mensuration 1.6 Ethno-mathematics 1.7 Arithmetic operation 1.8 Indigenous Knowledge System and Practices (IKSP) 1.9 Wildlife Resources Conservation and Protect Act (RA 9147) 1.10 Indigenous People's Rights Act (IPRA) 1.11 OSHS 1.12 PPEs 1.13 Serviceability of tools and equipment 1.14 Processes, Operations, Systems 1.14.1 Proper usage and care of hand tools 1.14.2 Types and uses	1.1 Selecting materials and equipment 1.2 Checking tools and equipment 1.3 Sourcing and checking of materials 1.4 Applying safety practices 1.5 Mensuration and calculation skills 1.6 Ethno-mathematics skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		of equipment 1.14.3 Common faults in tools and equipment 1.15 Attitude 1.15.1 Organized 1.15.2 Patience 1.15.3 Resourcefulness 1.15.4 Focus on details	
2. Operate equipment	2.1 <b>Work requirement</b> is determined following community practice. 2.1 <b>Equipment</b> is set up following community practice and user's manual. 2.2 <b>Equipment</b> is adjusted according to industry procedures and user's manual. 2.3 Operation of <b>equipment</b> is conducted based on industry procedures and user's manual. 2.4 Malfunctions and faulty equipment are <b>addressed</b> according to community practice and user's manual. 2.5 Safety practices are applied following OSHS.	2.1 Set up and adjustment of equipment procedures 2.2 Parts and uses of indigenous and modern equipment 2.3 Startup and shutdown of equipment 2.4 User's manual 2.5 Irregularities and breakdown 2.6 Community practices 2.7 Reporting procedures 2.7.1 Oral 2.7.2 Written (listing only) 2.8 Mensuration 2.9 Ethno-mathematics 2.10 Arithmetic operation 2.11 OSHS 2.11.1 PPEs 2.12 Attitude 2.12.1 Organized 2.12.2 Patience 2.12.3 Resourcefulness 2.12.4 Focus on details	2.1 Following community practices and user's manual 2.2 Setting up equipment 2.3 Adjusting equipment 2.4 Operating equipment 2.5 Addressing malfunctioned and faulty equipment 2.6 Applying safety practices 2.7 Mensuration and calculation skills 2.8 Ethno-mathematics skills
3. Utilize tools and materials	3.1 <b>Work requirement</b> is determined following community practice. 3.2 <b>Tools and materials</b> are used according to work requirement.	3.1 Types of work requirement 3.2 Uses of indigenous tools and materials 3.3 Malfunctions and faulty tools 3.4 Mensuration 3.5 Ethno-mathematics	3.1 Determining work requirement 3.2 Addressing malfunctioned and faulty equipment 3.3 Applying safety

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.3 Faulty <b>tools</b> are <b>addressed</b> according to community practice and user's manual. 3.4 Safety practices are applied following Occupational Safety and Health Standards (OSHS).	3.6 Arithmetic operation 3.7 Reporting procedures 3.8 OSHS 3.8.1 Personal Protective Equipment (PPEs) 3.9 Attitude 3.9.1 Focus on details 3.9.2 Patience 3.9.3 Organized 3.9.4 Systematized	practices 3.4 Mensuration and calculation skills 3.5 Ethno-mathematics skills 3.6 Using indigenous tools and materials 3.7 Using measuring tools
4. Maintain and store tools, materials and equipment	4.1 Tools and equipment are handled according to community practice and user's manual. 4.2 Routine <b>maintenance</b> of tools and equipment undertaken according to community practice and user's manual. 4.3 Tools, materials and equipment are stored in according to community practice and user's manual. 4.4 Chemicals are labeled prior to storage according to manufacturer's specification. 4.5 Inventory is conducted according to workplace procedures. 4.6 Safety practices are applied following Occupational Safety and Health Standards (OSHS).	4.1 Handling of tools and equipment 4.2 Maintenance procedure 4.3 Community practices 4.4 User's manual 4.5 Safety requirements in maintenance of hand tools 4.6 Storage of tools, materials and equipment 4.7 Inventory procedures 4.8 5S of Good Housekeeping 4.8.1 Sweep 4.8.2 Shine 4.8.3 Sort 4.8.4 Systematize 4.8.5 Standardize 4.9 OSHS 4.10 Indigenous Knowledge System and Practices (IKSP) 4.10 Attitude 4.10.1 Honesty 4.10.2 Focus on details 4.10.3 Patience 4.10.4 Resourcefulness 4.10.5 Time consciousness	4.1 Checking and cleaning hand tools 4.2 Storing tools, materials and equipment 4.3 Handling of tools and equipment 4.4 Conducting routine maintenance routing of tools and equipment 4.5 Conducting inventory 4.6 Communication skills 4.7 Reporting procedure 4.8 Applying safety practices

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Tools, materials and equipment	May include: <ul style="list-style-type: none"> <li>1.1 Materials               <ul style="list-style-type: none"> <li>1.1.1 bee wax</li> <li>1.1.2 fiber</li> <li>1.1.3 thread</li> <li>1.1.4 dye</li> <li>1.1.5 mud clay</li> <li>1.1.6 bronze</li> <li>1.1.7 cloth</li> <li>1.1.8 beads</li> <li>1.1.9 rattan</li> <li>1.1.10 bamboo</li> <li>1.1.11 wicker (nito)</li> <li>1.1.12 pandan leaves</li> <li>1.1.13 swamp grass</li> <li>1.1.14 tikog</li> <li>1.1.15 animal skin</li> <li>1.1.16 first aid kit</li> <li>1.1.17 PPEs</li> </ul> </li> <li>1.2 Tools               <ul style="list-style-type: none"> <li>1.2.1 needles</li> <li>1.2.2 knife</li> <li>1.2.3 bolo</li> <li>1.2.4 stripper</li> <li>1.2.5 wood tool</li> <li>1.2.6 carpentry tools</li> <li>1.2.7 curving tools</li> <li>1.2.8 measuring tools</li> <li>1.2.9 nipper</li> <li>1.2.10 earthen pot</li> <li>1.2.11 splitter</li> <li>1.2.12 Scissor</li> <li>1.2.13 Sharpening stone</li> </ul> </li> <li>1.3 Equipment               <ul style="list-style-type: none"> <li>1.3.1 upright/standing loom</li> <li>1.3.2 backstrap loom</li> <li>1.3.3 sewing machine</li> <li>1.3.4 Electric grinder</li> <li>1.3.5 Electric blower</li> <li>1.3.6 Hand drill</li> </ul> </li> </ul>
2. Maintenance of tools and equipment	May include: <ul style="list-style-type: none"> <li>2.1 Cleaning</li> <li>2.2 Lubricating</li> <li>2.3 Tightening</li> <li>2.4 Simple tool repairs</li> <li>2.5 Adjustment using correct procedures</li> </ul>

VARIABLE	RANGE
	2.6 Sharpening
3. Addressing malfunctioned faulty equipment	May include: 3.1 Reporting 3.2 Replacement
3. Addressing faulty tools	May include: 4.1 Reporting 4.2 Fixing 4.3 Replacement
5. Work requirements	May include: 5.1 Weaving 5.2 Embroidery 5.3 Beadworks 5.4 Pottery 5.5 Brass casting 5.6 Wood carving 5.7 Paper products making 5.8 Shell craft making



## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Checked serviceability of tools and equipment.</li> <li>1.2 Checked availability and conformance of materials.</li> <li>1.3 Applied safety practices.</li> <li>1.4 Set up equipment.</li> <li>1.5 Conducted operation of equipment</li> <li>1.6 Addressed malfunctions and faulty equipment</li> <li>1.7 Determined work requirement</li> <li>1.8 Tools and materials are used</li> <li>1.9 Addressed malfunctions, and faulty tools</li> <li>1.10 Determined work requirement</li> <li>1.11 Handled and maintained tools and equipment</li> <li>1.12 Stored tools, materials and equipment</li> <li>1.13 Conducted inventory of tools, equipment, and materials</li> <li>1.14 Undertaken routine maintenance of tools and equipment</li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Story-telling</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency : MANAGE OWN PERFORMANCE**

**Unit Code : CRVXXX**

**Unit Descriptor :** This unit of competency covers the knowledge, skills and attitudes to perform planning activities, maintain quality of performance and improve own work. It includes also an effective management of own competency to produce quality work.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform planning activities	1.1 <b>Tasks</b> are listed according to job requirements. 1.2 <b>Work plans and schedules</b> are prepared based on <b>tasks</b> . 1.3 Coordination is applied based on industry practices. 1.4 Budgetary requirements are computed based on the <b>work plans and schedules</b> .	1.1 Different tasks 1.2 Work plan 1.3 Budgetary requirements 1.4 Arithmetic operation 1.5 Geographical indicator (GI) 1.6 IPR 1.7 Coordination procedure 1.8 Simple bookkeeping 1.9 Attitude: 1.9.1 Teamwork	1.1 Planning and organizing work loads 1.2 Listing of tasks 1.3 Preparing work plans schedules 1.4 Coordination skills 1.5 Computing budgetary requirements
2. Maintain quality of performance	2.1 Personal performance is monitored according to <b>industry standards</b> . 2.2 Advice and guidance is obtained to maintain <b>industry standards</b> . 2.3 Guidance from <b>community cultural authorities</b> is applied to maintain <b>industry standards</b> . 2.4 Specifications from <b>customers</b> are obtained based on <b>industry standards</b> .	2.1 Indicators of appropriate performance for each area of responsibility 2.2 Steps for improving or maintaining performance 2.3 Industry standards 2.4 IKSP 2.5 Community cultural authorities 2.6 Procedural checklist 2.7 Specifications from customers 1.10 Attitude: 1.10.1 Time consciousness 1.10.2 Attention to details 1.10.3 Resourcefulness	2.1 Monitoring personal performance 2.2 Obtaining advice and guidance 2.3 Following guidance of cultural authorities 2.4 Applying procedural checklist 2.5 Obtaining specifications

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Improve own work	3.1 Actual work output is assessed in relation to <b><i>work plan and schedules</i></b> . 3.2 Work expenses are computed against budget. 3.3 Feedback is obtained from <b><i>customer</i></b> based on job requirements. 3.4 Improvement is done according to feedback.	3.1 Quality control 3.2 Work plan and schedules 3.3 Computation of work expenses 3.4 Customer feedback 3.5 Arithmetic operation 3.6 IKSP 3.7 Attitude 3.7.1 Time consciousness 3.7.2 Attention to details 3.7.3 Resourcefulness 3.7.4 Patience 3.7.5 Honesty	3.1 Assessing actual work output 3.2 Computation skills 3.3 Obtaining customer feedback 3.4 Applying improvements

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	May include: 1.1 Acquire tools, materials and equipment 1.2 Set-up equipment 1.3 Select basic designs 1.4 Prepare prototype 1.5 Identify production target 1.6 Identify timelines 1.7 Conduct mass production 1.8 Package products 1.9 Conduct quality control 1.10 Perform marketing 1.11 Prepare inventory
2. Work plans and schedules	May include 2.1 Production schedule 2.2 Milestone and delivery dates
3. Industry standards	May include: 3.1 Application of techniques 3.2 Choosing raw materials 3.3 Following the designs 3.4 Observation of product sizes 3.5 Durability of products 3.6 Costing
4. Community cultural authorities	May include: 4.1 Cultural Elders 4.2 Cultural Master 4.3 Cultural Bearers
5. Customer	May include: 5.1 Client 5.2 Peer 5.3 Team leader

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Perform planning activities               <ul style="list-style-type: none"> <li>1.1.1 Listed tasks of job requirements</li> <li>1.1.2 Prepared work plans and schedules</li> <li>1.1.3 Computed budgetary requirements</li> </ul> </li> <li>1.2 Maintain quality of performance.               <ul style="list-style-type: none"> <li>1.2.1 Monitored personal performance.</li> <li>1.2.2 Obtained advice and guidance.</li> <li>1.2.3 Applied guidance from community cultural authorities</li> </ul> </li> <li>1.3 Improve own work               <ul style="list-style-type: none"> <li>1.3.1 Assessed Actual work output in relation to work plan and schedules.</li> <li>1.3.2 Computed work expenses against budget.</li> <li>1.3.3 Carried-out improvement</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio (work plan and schedules) with interview</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit of competency covers the knowledge, skills and attitudes to comply with safety and health regulations, maintain work area and maintain tools, equipment, materials and other resources. This includes competencies needed to maintain clean and safe working environment. The unit incorporates the work safety guidelines.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Comply with safety and health regulations	1.1 Safety and health measures are applied based on OSHS. 1.2 <b><i>Policies and procedures</i></b> are adapted and applied according to industry standards. 1.3 <b><i>Emergencies</i></b> are addressed following workplace procedures. 1.4 Work areas are set-up and secured following safety procedures.	1.1 Indigenous Knowledge System Practices (IKSP) on safety and health 1.1.1 Handling of chemicals 1.2 Geographical location 1.3 Traditional PPEs 1.4 Industrial PPEs 1.5 Community procedures 1.6 Workplace emergencies 1.7 Addressing workplace emergencies 1.8 Setting-up and securing of work areas 1.9 Alternative work areas 1.10 3Rs 1.11 5S of Good Housekeeping 1.12 OSHS 1.13 Attitude 1.13.1 Patience 1.13.2 Honesty 1.13.3 Focus on details	1.1 Complying with Indigenous Knowledge System Practices (IKSP) on safety and health 1.2 Handling of chemicals 1.3 Adapting and applying policies and procedures 1.4 Setting-up and securing work areas 1.5 Applying safety practices 1.6 Addressing emergencies 1.7 Identifying alternative work areas

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Maintain work area	2.1 <b>Attributes of conducive working areas</b> are <b>checked</b> following safety procedures. 2.2 Repairs are identified and reported to <b>authorities</b> . 2.3 Work area maintenance schedule are complied according to workplace procedure. 2.4 Waste is stored and disposed of according to waste management. 2.5 Safety practices are applied following OSHS	2.1 Work Hazards Policies and Procedures 2.1.1 Topographic location 2.2 OSHS policies and procedures 2.3 Waste management (5Rs) 2.3.1 Refuse 2.3.2 Reduce 2.3.3 Reuse 2.3.4 Recycle 2.3.5 Rot 2.4 Authorities 2.5 Work schedule 2.6 Attributes of conducive working areas 2.7 5S of good housekeeping 2.8 Environmental laws 1.11 Attitude 1.11.1 Orderliness 1.11.2 Patience 1.11.3 Resourcefulness	2.1 Complying with health and safety regulations 2.1.1 Checking attributes of conducive working areas 2.1.2 Identifying and reporting repairs to authorities 2.1.3 Preparing work schedule and assignments 2.1.4 Storing and disposing wastes 2.1.5 Applying safety practices
3. Maintain tools, equipment, materials and other resources	3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices. 3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices. 3.3 <b>Resources</b> are monitored and maintained following workplace procedure. 3.4 Tools and	3.1 Storing tools and equipment 3.2 Checking for maintenance requirements 3.3 OSHS 3.4 Manufacturer's manual and industry practice 3.5 Maintenance of tools and equipment 3.6 Reporting tools and equipment for major repairs 3.7 IKSP 3.8 Cultural sensitivity 3.9 Different resources 3.10 Forecasting/ projection of resources 3.11 Monitoring guidelines	3.1 Maintaining of tools and equipment 3.2 Storing tools, equipment and resources 3.3 Checking tools, and equipment 3.4 Communication skills 3.5 Monitoring and maintaining resources 3.6 Performing forecasting/ projection of resources 3.7 Following monitoring guidelines 3.8 Applying OSHS

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
	<p>equipment are referred for repair according to industry procedure.</p> <p>3.5 Safety practices are applied following OSHS.</p>	<p>3.11 Attitude</p> <p>3.12.1 Patience</p> <p>3.12.2 Orderliness</p> <p>3.12.3 Organized</p> <p>3.12.4 Resourcefulness</p>	



## RANGE OF VARIABLES

VARIABLE	RANGE
1. Policies and procedures	May include: 1.1 Industrial Safety Procedures 1.2 Industrial use of Protective Clothing and Equipment 1.3 Hazard Identification 1.4 Job Procedures
2. Emergencies	May include: 2.1 Workplace 2.1.1 Fire 2.1.2 Natural calamities 2.1.3 Electrical faults 2.1.4 Gas leak 2.2 Worker 2.2.1 Burns 2.2.2 Poisoning 2.2.3 Cuts and Wounds
3. Attributes of conducive work areas	May include: 3.1 Properly ventilated 3.2 Organized tools, materials, and equipment 3.3 Proper lightings 3.4 Not prone to calamities 3.5 Sturdy physical structure
4. Checking of attributes of conducive working areas	May include: 4.1 Ocular inspection 4.2 Consultation with authorities
5. Resources	May include: 5.1 Time 5.2 Manpower 5.3 Budgetary requirements 5.4 Sources of raw materials
6. Authorities	May include: 6.1 Cultural elders 6.2 Cultural masters 6.3 Cultural leaders 6.4 LGUs

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Comply with safety and health regulations               <ul style="list-style-type: none"> <li>1.1.1 Applied community procedures on safety and health</li> <li>1.1.2 Adapted and applied policies and procedures</li> <li>1.1.3 Addressed emergencies</li> <li>1.1.4 Set-up and secured work areas</li> </ul> </li> <li>1.2 Maintain work area               <ul style="list-style-type: none"> <li>1.2.1 Checked attributes of conducive working areas</li> <li>1.2.2 Identified and reported repairs</li> <li>1.2.3 Stored and disposed waste</li> <li>1.2.4 Applied safety practices</li> </ul> </li> <li>1.3 Check and maintain tools, equipment and resources               <ul style="list-style-type: none"> <li>1.3.1 Stored tools, equipment and materials</li> <li>1.3.2 Checked tools, and equipment for maintenance</li> <li>1.3.3 Monitored and maintained resources</li> <li>1.3.4 Referred tools and equipment for repair</li> <li>1.3.5 Applied safety practices</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2. Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **PROVIDE AND MAINTAIN EFFECTIVE CUSTOMER SERVICE**

**Unit Code** : **CRVXXXX**

**Unit Descriptor** : This unit of competency deals with the knowledge, skills and attitudes to maintain a good business image, respond to customer needs and strengthen relations with customers. The unit focuses on personal presentations and providing effective client service.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Maintain a good business image	1.1 <b>Personal presence</b> is maintained according to <b>employer standards</b> . 1.2 <b>Interpersonal skills</b> are used to identify customer needs following workplace standards. 1.3 Work area is kept tidy and uncluttered according to workplace procedure. 1.4 Equipment and other resources are stored and organized according to workplace procedures. 1.5 Product orientation is conducted according to industry practices.	1.1 Communication 1.1.1 Interactive communication with others 1.1.2 Interpersonal skills/ social graces with sincerity 1.1.3 Personal presence 1.2 Safety Practices 1.2.1 Safe work practices 1.2.2 Personal hygiene 1.3 Maintain teamwork and cooperation 1.4 5S of Good housekeeping 1.5 Time management 1.6 IKSP 1.7 OSHS 1.8 5Rs 1.9 Product orientation 1.9.1 Heritage values 1.10 Attitude 1.10.1 Attentive, patient and cordial 1.10.2 Honest 1.10.3 Punctual	1.1 Communication skills 1.2 Maintaining personal presence 1.3 Using interpersonal skills 1.4 Tidying and uncluttering work area 1.5 Organizing equipment and other resources 1.6 Applying 5S of Good Housekeeping 1.7 Applying 5Rs 1.8 Conducting product orientation

<p>2. Respond to customer needs</p>	<p>2.1 <b>Customer needs</b> are identified according to industry procedures.</p> <p>2.2 Prototype is prepared according to <b>customer</b> specifications.</p> <p>2.3 Changes to <b>customer needs</b> are addressed according to workplace procedure.</p> <p>2.4 <b>Feedback mechanisms</b> are used to meet customer needs following industry procedure.</p>	<p>2.1 Feedback mechanisms</p> <p>2.2 Customer needs</p> <p>2.3 Customer specifications</p> <p>2.4 Preparation of prototype</p> <p>2.5 Procedure in addressing customer needs</p> <p>2.6 Attitude</p> <p>2.6.1 Attentiveness</p> <p>2.6.2 Patience</p> <p>2.6.3 Cordiality</p>	<p>2.1 Communication skills</p> <p>2.2 Identifying customer needs</p> <p>2.3 Preparing prototype</p> <p>2.4 Addressing changes to customer needs</p> <p>2.5 Using feedback mechanisms</p> <p>2.6 Applying IKSP</p>
<p>3. Strengthen relations with customer</p>	<p>3.1 <b>Customer expectations</b> are met according to industry procedure.</p> <p>3.2 Repeat orders are secured based on industry procedure.</p> <p>3.3 Written contract is prepared based on agreements.</p>	<p>3.1 Customer expectations</p> <p>3.2 Customer satisfaction</p> <p>3.3 Establishing good rapport with customer</p> <p>3.4 Preparation of written contract</p> <p>3.5 Quality Control</p> <p>3.6 Procedure of repeat orders</p> <p>3.7 Attitude</p> <p>3.7.1 Attentiveness</p> <p>3.7.2 Patience</p> <p>3.7.3 Cordiality</p> <p>3.7.4 Honesty</p>	<p>3.1 Communication skills</p> <p>3.2 Meeting customer expectations</p> <p>3.3 Maintaining customer satisfaction</p> <p>3.4 Preparing written contract</p> <p>3.5 Securing repeat orders</p> <p>3.6 Negotiation skills</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming 1.6 traditional attire
2. Employer standards	May include: 2.1 Organizational Policy and Procedures 2.2 Common and accepted practices in the industry
3. Interpersonal skills	May include: 3.1 Interactive communication 3.2 Public relation 3.3 Good working attitude 3.4 Passion 3.5 Pleasant disposition 3.6 Effective communication skills 3.7 Team player
4. Customer needs	May include: 4.1 Number of orders 4.2 Basic designs 4.3 Quality of product 4.4 Aesthetics 4.5 Delivery time 4.6 Pricing and costing
5. Feedback mechanisms	May include: 5.1 Contact reports 5.2 Focus Group Discussion 5.3 Punch List 5.4 Face-to-face 5.5 Suggestion box 5.6 Survey
6. Customer	May include: 6.1 Client 6.2 Peer 6.3 Cultural authorities 6.4 Artists 6.5 Collectors
7. Customer expectations	May include: 7.1 Quality of product 7.2 Quantity of product 7.3 On-time of delivery 7.4 Updating ₹ customer

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Maintain a good business image.               <ul style="list-style-type: none"> <li>1.1.1 Maintained personal presence is according to employer standards.</li> <li>1.1.2 Used interpersonal skills</li> <li>1.1.3 Kept work area tidy and unclutter</li> <li>1.1.4 Organized equipment and other resources</li> </ul> </li> <li>1.2 Determine customer needs.               <ul style="list-style-type: none"> <li>1.2.1 Identified customer needs</li> <li>1.2.2 Prepared prototype</li> <li>1.2.3 Addressed changes to customer needs</li> <li>1.2.4 Used feedback mechanisms</li> </ul> </li> <li>1.3 Strengthen relations with customer.               <ul style="list-style-type: none"> <li>1.3.1 Met customer expectations</li> <li>1.3.2 Maintained customer satisfaction</li> <li>1.3.3 Prepared written contract</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency : PERFORM MENSURATION AND CALCULATION**

**Unit Code CRVXXX**

**Unit Descriptor** This unit covers the knowledge, skills and attitudes to prepare for mensuration and calculation, carry out mensuration and calculation and maintain measuring instruments. The unit includes identifying, caring, handling and using of measuring instrument.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Prepare for mensuration and calculation	1.1 Component to be measured is identified according <b>work requirements</b> . 1.2 Product specifications are obtained from <b>relevant sources</b> . 1.3 <b>Measuring instrument</b> is selected according to job requirements.	1.1 Product components 1.2 Relevant sources of specifications 1.3 Types and functions of measuring instrument 1.4 Awareness on ethno-mathematics measuring instrument 1.5 Work requirements 1.6 Product specifications 1.7 Attitude <ul style="list-style-type: none"> <li>• Attention to details</li> <li>• Patience</li> </ul>	1.1 Identifying components to be measured 1.2 Obtaining product specification 1.3 Identifying relevant sources of specification 1.5 Identifying and selecting measuring instrument 1.6 Identifying work requirements
2. Carry out mensuration and calculation	2.1 Mensuration is performed accordance with the work requirements. 2.2 Ethno-measurement is converted according to International System (SI) unit. 2.3 <b>Calculations</b> needed to complete work tasks are performed using the four fundamental mathematical operation. 2.4 Counter-checking is performed based on the result of the computation.	2.1 Ethno-measurement 2.2 Conversion of measurement 2.3 Basic International System (SI) unit 2.4 Ratio and proportion 2.5 Fractions, percentages, mixed numbers 2.6 Arithmetic operation 2.7 Documentation of calculation 2.8 Calculation counter-checking 2.9 Attitude: <ul style="list-style-type: none"> <li>2.9.1 Patience</li> <li>2.9.2 Attention to details</li> <li>2.9.3 Resourcefulness</li> <li>2.9.4 Honesty</li> </ul>	2.1 Obtaining measurements 2.2 Converting ethno-measurement and International System (SI) unit 2.3 Performing calculation 2.4 Documenting calculation 2.5 Performing counter-checking

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.5 <b>Calculations</b> are documented following workplace procedure.		
3. Maintain measuring instruments	3.1 Measuring instruments are cleaned and stored following 5S of good housekeeping. 3.2 Measuring instruments are checked for serviceability. 3.3 Defective and damaged measuring instruments are reported and addressed. 3.4 Wastes are disposed following proper waste management. 3.5 Safety practices are applied	3.1 Measuring instruments 3.2 Maintenance of measuring instruments 3.2.1 Cleaning 3.2.2 Storing 3.2.3 Checking/ inspection of serviceability 3.3 5S of Good Housekeeping 3.4 Accomplishment of checklist 3.5 Waste management 3.6 Reporting procedure 3.7 OSHS 3.8 Attitude: 3.8.1 Patience 3.8.2 Attention to Details 3.8.3 Resourcefulness	3.1 Cleaning and storing measuring instruments 3.2 Applying 5S of good housekeeping 3.3 Disposing wastes 3.4 Reporting and addressing defective and damaged measuring instruments 3.5 Applying safety practices



## RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant sources	May include: 1.1 Customer 1.2 Basic design 1.3 Cultural masters
2. Measuring instrument	May include: 2.1 Tape measure 2.2 Ruler 2.3 Meter stick 2.4 Weighing scale 2.5 Measuring spoons and cups 2.6 Tape roll
3. Calculation	May include: 3.1 Volume 3.2 Area 3.3 Length 3.4 Thickness 3.5 Width 3.6 Taper 3.7 Diameter 3.8 Height 3.9 Weight
4. Work requirements	May include: 4.1 Beadworks 4.2 Handloom Weaving 4.3 Embroidery 4.4 Pottery 4.5 Paper mache 4.6 Basket weaving 4.7 Mat weaving 4.8 Wood carving

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 Select measuring instruments.               <ol style="list-style-type: none"> <li>1.1.1 Identified component to be measured</li> <li>1.1.2 Obtained correct specifications</li> <li>1.1.3 Selected measuring instrument</li> </ol> </li> <li>1.2 Carry out measurements and calculation.               <ol style="list-style-type: none"> <li>1.2.1 Performed mensuration</li> <li>1.2.2 Converted ethno-measurement according to international system (SI) unit</li> <li>1.2.3 Performed calculation needed to complete work tasks</li> <li>1.2.4 Performed counter-checking</li> <li>1.2.5 Documented calculations</li> </ol> </li> <li>1.3 Maintain measuring instruments.               <ol style="list-style-type: none"> <li>1.3.1 Cleaned and stored measuring instruments</li> <li>1.3.2 Reported and addressed defective and damaged measuring instruments</li> <li>1.3.3 Disposed wastes</li> <li>1.3.4 Applied safety practices</li> </ol> </li> </ol>
<p>2. Resource Implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ol style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ol>
<p>3. Methods of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ol style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> </ol>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

## CORE COMPETENCY

**Unit of Competency** : **PRODUCE PROCESSED WEAVING MATERIALS**

**Unit Code** : **CRVXXXXX**

**Unit descriptor** : The unit deals with the knowledge, skills and attitudes required to prepare tools, supplies, equipment, working area and source and treat materials.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1.Source materials	1.1 <b>Materials</b> are <b>acquired</b> from other sources following established practices 1.2 Materials are selected according to <b>established criteria</b> 1.3 Materials are harvested according to <b>industry practices</b> 1.4 Harvested materials are segregated based on required sizes and length 1.5 Handling and transferring of materials are performed based on established practices 1.6 Harvested materials are stored based on industry practices 1.7 Safety practices are applied following OSHS	1.1 Acquisition of materials from other sources 1.2 Negotiation procedure 1.3 Types of materials 1.4 Established criteria in selection of leaf materials 1.5 Procedures of harvesting 1.6 Segregation of harvested leaves by sizes and length 1.7 Steps of handling and transferring of leaf materials 1.8 Knowledge of the plant as source and the environment itself 1.9 Indigenous Knowledge Systems and Practices (IKSP) 1.10 OSHS 1.11 Mensuration 1.12 Attitude 1.12.1 Environment conscious 1.12.2 Resourceful 1.12.3 Patient	1.1 Acquiring materials 1.2 Communication skills 1.3 Negotiation skills 1.1.1 Dealing with communities/ groups /office of various culture, and sensibilities or regulations 1.2 Selecting of materials 1.3 Harvesting leaves 1.4 Segregating harvested leaves 1.5 Handling and transferring of raw materials 1.6 Applying safety practices 1.7 Mensuration and Calculation skills
2.Prepare tools, supplies, equipment and working area	2.1 <b>Supplies, tools, and equipment</b> are selected based on work requirement 2.2 Serviceability of weighing scale is checked according to	2.1 Type of supplies tools and weighing scale 2.2 Cleaning procedures of tools, equipment and working area 2.3 Serviceability of	2.1 Selecting of supplies, tools and weighing scale 2.2 Cleaning of tools and working area 2.3 Practicing OSHS 2.4 Checking

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	<p>manufacturer's manual</p> <p>2.3 Tools are checked for defects following workplace procedures</p> <p>2.4 Defective tools are segregated and disposed according to workplace procedures</p> <p>2.5 Tools are cleaned following industry standards</p> <p>2.6 Working area are cleaned following industry standards</p> <p>2.7 Safety measures are applied following OSHS.</p>	<p>weighing scale</p> <p>2.4 Defects of tools</p> <p>2.5 Segregation and disposal of defective tools</p> <p>2.6 Indigenous Knowledge System and Practices (IKSP)</p> <p>2.7 OSHS</p> <p>2.8 5S of Good Housekeeping</p> <p>2.9 Waste management</p> <p>2.9.1 5Rs</p> <p>2.10 Attitude:</p> <p>2.10.1 Organized</p> <p>2.10.2 Patient</p> <p>2.10.3 Systematic</p>	<p>serviceability</p> <p>weighing scale</p> <p>2.5 Checking tools</p> <p>2.6 Segregating and disposing defective tools</p> <p>2.7 Applying waste management</p> <p>2.8 Applying safety practices</p>
3. Treat leaf materials	<p>3.1 <b><i>Processing of materials</i></b> are conducted based on industry practices</p> <p>3.2 Dye mixing is performed according to volume of leaf materials and work requirements</p> <p>3.3 Quality checking is performed following industry procedures.</p> <p>3.4 Safety practices are applied following OSHS</p>	<p>3.1 Application of OSHS</p> <p>3.2 Indigenous Knowledge System and Practices (IKSP)</p> <p>3.3 Processing of materials for treatment</p> <p>3.4 Application of dyeing materials</p> <p>3.5 Dye mixing</p> <p>3.6 Arithmetic operation</p> <p>3.7 Mensuration</p> <p>3.8 Ethno – mathematics</p> <p>3.9 Quality checking procedures of processed materials</p> <p>3.10 Attitude:</p> <p>3.10.1 Patient</p> <p>3.10.2 Systematic</p> <p>3.10.3 Time conscious</p> <p>3.10.4 Focused</p> <p>3.10.5 Organized</p> <p>3.10.6 Safety conscious</p>	<p>3.1 Applying safety practices</p> <p>3.2 Processing materials for treatment</p> <p>3.3 Mixing dye</p> <p>3.4 Checking processed materials</p> <p>3.5 Segregating non-conformance materials</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials	Materials may include: 1.1 leaf of pandan ( <i>Pandanus species</i> ) 1.2 leaf of buri ( <i>Corypha utan</i> Lam.) 1.3 leaf of tikog ( <i>Sagittaria sagittifolia</i> Linn.)
2. Established criteria	Established criteria may include: 2.1 Undamaged leaf 2.2 Matured skin (bamboo and rattan) 2.3 Absence of spots and cracks 2.4 Age of leaf
3. Industry practices	Industry practices may include: 3.1 Time 3.2 Weather condition
4. Acquisition of materials	Acquisition of materials may include: 4.1 Harvesting 4.2 Purchasing
5. Supplies, tools and equipment	Supplies, tools and equipment include:  <b>Supplies:</b> 5.1 Tying materials 5.2 Wood (fuel) 5.3 Bamboo pole for hanging and drying 5.4 Dye (basic colors) 5.5 Bamboo stick for mixing with dye (2X39") 5.6 Match 5.7 Nylon 5.8 PPEs 5.8.1 25 pairs of gloves 5.8.2 25 pcs long sleeves 5.8.3 25 pcs hats 5.8.4 25 pairs of rubber boots  <b>Tools:</b> 5.1 Cooking pot/vat 5.2 Kalan (metal and stone) 5.3 Knife 5.4 Stripping blade 5.5 Sharpening/honing stone 5.6 Bolo 5.7 Flat bamboo split (2X6") 5.8 Pail 5.9 Basin 5.10 scythe 5.11 tongs 5.12 measuring spoons 5.13 measuring cups 5.14 splitter/sizer (fabricated)  <b>Equipment:</b>

VARIABLE	RANGE
	5.1 Weighing scale - digital (1kg capacity) 5.2 Calculator
6.Processing of materials	Processing of materials may include: 6.1 Stripping 6.2 Tying and knotting 6.3 Rolling 6.4 Removing unwanted parts of leaf materials 6.5 Boiling 6.6 Cooking 6.7 Soaking 6.8 Air dry 6.9 Flattening 6.10 Full sun drying 6.11 Dyeing

## EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Source materials 1.1.1 Acquired availability of materials from other sources 1.1.2 Selected materials 1.1.3 Harvested materials 1.1.4 Segregated harvested leaves 1.1.5 Performed handling and transferring of materials 1.1.6 Applied safety practices 1.2 Treat leaf materials 1.1.1 Processed materials 1.1.2 Performed dye mixing 1.1.3 Performed quality checking 1.1.4 Applied safety practices 1.3 Prepare tools, materials, equipment and working area 1.1.1 Selected supplies tools, and equipment 1.1.2 Checked serviceability of equipment 1.1.3 Segregated and disposed defective tools 1.1.4 Cleaned tools and working area 1.3.5 Applied safety measures
2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, supplies, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written test 3.3 Direct observation 3.4 Project – based
4. Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

**Unit of Competency** : **PRODUCE MAT**

**Unit Code** : **CRVXXXXX**

**Unit Descriptor** : The unit deals with the knowledge, skills and attitudes required to determine product specifications, prepare tools, supplies, equipment and working area, perform mat weaving, conduct quality control, apply remedial action and conduct post - weaving activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Determine product specifications	1.1 <b>Designs</b> are chosen based on customer's preference 1.2 Color is selected according to customer's preference 1.3 Size of mat is determined based on customer's requirement	1.1 Types of mat designs 1.2 Color matching and selection 1.3 Mensuration and calculation of size of mat 1.4 Ethno - mathematics 1.5 IKSP 1.6 Attitude: 1.6.1 Detailed 1.6.2 Systematic 1.6.3 Patient 1.6.4 Perseverance 1.6.5 Creative	1.1 Choosing designs 1.2 Matching and selecting colors 1.3 Determining size of mat 1.4 communication skill 1.5 Mensuration and calculation skills
2 Prepare tools, supplies, equipment and working area	2.1 <b>Supplies, tools, and sewing machine</b> are selected based on work requirement 2.2 Serviceability of sewing machine is checked according to manufacturer's manual 2.3 Tools are checked for defects following workplace procedures 2.4 Defective tools are segregated and disposed according to workplace procedures 2.5 Tools are cleaned following industry standards 2.6 Working area are	2.1 Type of supplies tools and sewing machine 2.2 Cleaning procedures of tools, equipment and working area 2.3 Serviceability of sewing machine 2.4 Defects of tools 2.5 Segregation and disposal of defective tools 2.6 Indigenous Knowledge System and Practices (IKSP) 2.7 OSHS 2.8 5S of Good Housekeeping 2.9 Waste management 2.6.1 5Rs 2.10 Attitude: 2.10.1 Organized 2.10.2 Patient 2.10.3 Systematic	2.1 Selecting of supplies, tools and sewing machine 2.2 Cleaning of tools and working area 2.3 Practicing OSHS 2.4 Checking serviceability sewing machine 2.5 Checking tools 2.6 Segregating and disposing defective tools 2.7 Applying waste management 2.8 Applying safety practices

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	<p>cleaned following industry standards</p> <p>2.7 Safety measures are applied following OSHS.</p>		
3 Perform Mat Weaving	<p>3.1 Sewing machine is operated following manufacturer's manual</p> <p>3.2 Number of strips are prepared according to the size of mat</p> <p>3.3 <b>Mat weaving techniques</b> are applied following industry procedures</p> <p>3.4 Processed materials are weaved based on the design.</p> <p>3.5 <b>Protection measures</b> for central panel are employed following industry practices</p> <p>3.6 <b>Edging</b> is performed following industry procedure</p> <p>3.7 Safety measures are applied following OSHS</p>	<p>3.1 Indigenous Knowledge Systems and Practices (IKSP) Application of mat weaving techniques</p> <p>3.2 Edging techniques</p> <p>3.3 Protection measures for central panel</p> <p>3.4 Basic mathematical operations</p> <p>3.5 OSHS</p> <p>3.6 Attitude:</p> <p>3.6.1 Detailed</p> <p>3.6.2 Patient</p> <p>3.6.3 Punctual</p> <p>3.6.4 Systematic</p> <p>3.6.5 Organized</p> <p>3.6.6 Focused</p>	<p>3.1 Preparing number of strips</p> <p>3.2 Applying mat weaving techniques</p> <p>3.3 Weaving processed materials</p> <p>3.4 Performing edging</p> <p>3.5 Applying safety practices</p> <p>3.6 Mathematical skills</p>
4. Conduct quality control	<p>4.1 Monitoring of activities is conducted based on work requirement</p> <p>4.2 <b>Finished products</b> are <b>inspected</b> following industry procedures</p> <p>4.3 <b>Reject products</b> are segregated and recorded following industry procedures</p> <p>4.4 Condition of reject products are evaluated based on</p>	<p>4.1 Monitoring procedures</p> <p>4.2 Inspection procedure</p> <p>4.3 Segregation and recording of rejected products</p> <p>4.4 Evaluation of condition of rejected products</p> <p>4.5 Preparation of recommendation of remedial action</p> <p>4.6 Attitude:</p> <p>4.6.1 Patient</p> <p>4.6.2 Decisive</p> <p>4.6.3 Detailed</p>	<p>4.1 Monitoring activities</p> <p>4.2 Inspecting finished product</p> <p>4.3 Segregating rejected products</p> <p>4.4 Evaluating product condition</p> <p>4.5 Preparing recommended remedial action</p> <p>4.6 Communication skills</p> <p>4.7 Calculation and mensuration skills</p>



ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	industry standards 4.5 Recommendation of remedial action is prepared based on the finding of evaluation	4.6.4 Systematic 4.6.5 Organized 4.6.6 Tactful 4.6.7 Respectful	
5. Apply remedial actions	5.1 Materials to be used is obtained based on remedial requirements 5.2 <b>Remedial actions</b> are carried out following findings of the evaluation 5.3 Record keeping is done following industry standards 5.4 Counter checking of repaired products is conducted based on the agreed product design 5.5 Safety measures are applied following OSHS	5.1 Indigenous Knowledge Systems and Practices (IKSP) Materials requirement for remedial action 5.2 Types of remedial actions 5.3 Record Keeping 5.4 Counter checking 5.5 OSHS 5.6 Attitude: 5.6.1 Innovative 5.6.2 Creative 5.6.3 Patient 5.6.4 Resourceful 5.6.5 Economical	5.1 Obtaining materials to be used 5.2 Carrying out remedial actions 5.3 keeping records 5.4 Conducting counter checking 5.5 Practicing OSHS 5.6 communication skills 5.7 Mensuration and calculation skills
6. Secure intellectual property rights (IPR)	6.1 Intellectual property rights application form is accomplished following accrediting government agency 6.2 Accomplished forms and other requirements are submitted according to accreditation procedures of government agency 6.3 Certificates are secured from authorities following to accreditation procedures	6.1 Steps in accomplishing form 6.2 Accrediting government agency 6.3 Procedure in securing certificates of intellectual property rights (IPR) 6.4 Compliance to the requirements of application of intellectual property rights (IPR) 6.5 Attitude: 6.5.1 Patient 6.5.2 Interested 6.5.3 Determined to learn	6.1 Accomplishing intellectual property rights (IPR) 6.2 Submitting application documents and other requirements 6.3 Securing and displaying certificates 6.4 Communication skills
7. Conduct post weaving	7.1 Mats are packaged and labeled based	7.1 Indigenous Knowledge Systems	7.1 Packaging and labeling of mats

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
activities	<ul style="list-style-type: none"> <li>on industry practices</li> <li>7.2 Produced mats are stored following industry practices</li> <li>7.3 Documentation and recording of mat are conducted following industry requirement</li> <li>7.4 Costing and pricing of product are performed following industry standards</li> <li>7.5 Waste materials are segregated and disposed according to waste management</li> <li>7.6 Working area is cleared and cleaned according to industry practices</li> <li>7.7 Tools, materials, equipment are maintained and stored following good housekeeping</li> <li>7.8 Safety measures are applied following OSHS</li> </ul>	<ul style="list-style-type: none"> <li>and Practices (IKSP)</li> <li>7.2 Mat packaging and labeling methods</li> <li>7.3 Storage of mats</li> <li>7.4 Documentation and recording procedures               <ul style="list-style-type: none"> <li>7.4.1 Inventory</li> <li>7.4.2 photo</li> <li>7.4.3 documentation</li> <li>7.4.4 reporting</li> </ul> </li> <li>7.5 Product costing and pricing</li> <li>7.6 Basic mathematical operations</li> <li>7.7 Waste Management               <ul style="list-style-type: none"> <li>7.7.1 3Rs</li> <li>7.7.2 5S of Good Housekeeping</li> </ul> </li> <li>7.8 Restoration of working area</li> <li>7.9 Maintenance and storage of tools, materials and equipment</li> <li>7.10 Awareness on Intellectual Property Rights (IPR)</li> <li>7.11 OSHS</li> <li>7.12 Geographical Indicator (GI)</li> <li>7.13 Attitude:               <ul style="list-style-type: none"> <li>7.13.1 Patient</li> <li>7.13.2 Environmental conscious</li> <li>7.13.3 Organized</li> <li>7.13.4 Detailed</li> <li>7.13.5 Enthusiast</li> <li>7.13.6 Industrious</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>7.2 Storing of produced mats</li> <li>7.3 Performing documentation and recording</li> <li>7.4 Computing of product cost and price</li> <li>7.5 Practicing waste management</li> <li>7.6 Cleaning and Clearing of working area</li> <li>7.7 Maintaining and storing of tools, materials and equipment</li> <li>7.8 Practicing OSHS</li> </ul>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Supplies, tools and equipment	Supplies, tools and equipment include: <b>Supplies:</b> 1.1 Nylon 1.2 Thread 1.3 PPEs 1.3.1 25 pairs of gloves 1.3.2 25 pcs long sleeves 1.3.3 25 pcs hats 1.3.4 25 pairs of rubber boots <b>Tools:</b> 1.4 Needles 1.5 Scissors 1.6 Knife (small) <b>Equipment</b> 1.7 Sewing machine
2. Designs	Designs may include: 2.1 Basic 2.2 Artistic
3. Protection measures	Protection measures may include: <b>Coverings:</b> 3.1 Woods 3.2 Used blanket 3.3 Used box 3.4 Stone <b>Under laying:</b> 3.1 Used mats 3.2 Polyethylene sheets 3.7 Used box
4. Mat weaving techniques	Mat weaving techniques may include: 4.1 Tightening 4.2 Overlapping 4.3 Spacing 4.4 Folding
5. Edging	Edging may include: 5.1 Sewing 5.2 Folding and inserting
6. Finished products	Finished products may include: 6.1 Weaved mat 6.2 Diversified mat products
7. Inspection	Inspection includes: 7.1 Checking against the design 7.2 Damages/defects 7.3 Nonconformance with quality products
8. Reject products	Reject products may include: 8.1 Misaligned 8.2 Worn- out 8.3 Loosened 8.4 Improper sewing and joining 8.5 Discoloration out of specifications
9. Remedial actions	Remedial actions may include:

<b>VARIABLE</b>	<b>RANGE</b>
	9.1 Repair product 9.2 Sell product in low price (sale) 9.3 Resize product 9.4 Enhance product

## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Determine product specifications               <ul style="list-style-type: none"> <li>1.1.1 Chose mat designs</li> <li>1.1.2 Selected design colors</li> <li>1.1.3 Determined size of mat</li> </ul> </li> <li>1.2 Prepare tools, supplies, equipment and working area               <ul style="list-style-type: none"> <li>1.2.1 Selected supplies, tools, and sewing machine</li> <li>1.2.2 Checked serviceability of sewing machine</li> <li>1.2.3 Segregated and disposed defective tools</li> <li>1.2.4 Cleaned working area</li> <li>1.2.5 Applied safety measures</li> </ul> </li> <li>1.3 Perform Mat Weaving               <ul style="list-style-type: none"> <li>1.3.1 Prepared number of strips</li> <li>1.3.2 Weaved processed materials</li> <li>1.3.3 Applied mat weaving techniques</li> <li>1.3.4 Employed protection measures for central panel</li> <li>1.3.5 Performed edging</li> <li>1.3.6 Applied safety measures</li> </ul> </li> <li>1.4 Conduct quality control               <ul style="list-style-type: none"> <li>1.4.1 Conducted monitoring of activities</li> <li>1.4.2 Inspected finished products</li> <li>1.4.3 Segregated and recorded reject products</li> <li>1.4.4 Prepared recommendation of remedial action</li> </ul> </li> <li>1.5 Apply remedial action               <ul style="list-style-type: none"> <li>1.5.1 Obtained materials to be used</li> <li>1.5.2 Carried remedial actions</li> <li>1.5.3 Applied safety measures</li> </ul> </li> <li>1.6 Conduct post weaving activities               <ul style="list-style-type: none"> <li>1.6.1 Packaged and labeled mats</li> <li>1.6.2 Stored produced mats</li> <li>1.6.3 Performed costing and pricing of product</li> <li>1.6.4 Segregated and disposed waste materials</li> <li>1.6.5 Cleared and cleaned working area</li> <li>1.6.6 Maintained and stored tools, materials, equipment</li> <li>1.3.7 Applied safety measures</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written test</li> <li>3.5 Portfolio with interview</li> </ul>
<p>4. Context of Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **PRODUCE DIVERSIFIED MAT PRODUCTS**

**Unit Code** : **CRVXXXXX**

**Unit descriptor** : The unit deals with the knowledge, skills and attitudes required to determine product specifications, prepare tools, supplies equipment and working area, make diversified mat products, conduct quality control, apply remedial actions, secure intellectual property rights and conduct post production activities

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
1. Determine product specifications	1.1 Diversified mat products are determined according to customer's preference 1.2 Product design is selected in consultation with customer 1.3 Product design is drawn based on written agreement with customer 1.4 Prototype is created following the agreed design 1.5 Approval of product design is obtained from customer according to industry procedures	1.1 Types of diversified mat products 1.2 Product designing 1.3 Computation of capital and material cost basic drawing of product design 1.4 Creation of prototype 1.5 Terms and condition of both parties 1.6 Written agreement 1.7 Consultation with costumers 1.8 Attitude: 2 Patient 3 Tactful 4 Committed 5 Time conscious 6 Honest 7 Meticulous	1.1 Determining diversified product specifications 1.2 Selecting product design 1.3 Drawing product designs 1.4 Creating prototype 1.5 Obtaining approval of product design 1.6 Consulting customers 1.7 Communication skills 1.8 Negotiation skills
2. Prepare tools, supplies equipment and working area	2.1 <b>Supplies, tools, and sewing machine</b> are selected based on work requirement 2.2 Serviceability of sewing machine is checked according to manufacturer's	2.1 Type of supplies tools and sewing machine 2.2 Cleaning procedures of tools, equipment and working area 2.3 Serviceability of sewing machine	2.1 Selecting of supplies, tools and sewing machine 2.2 Cleaning of tools and working area 2.3 Practicing OSHS 2.4 Checking serviceability sewing machine

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	manual 2.3 Tools are checked for defects following workplace procedures 2.4 Defective tools are segregated and disposed according to workplace procedures 2.5 Tools are cleaned following industry standards 2.6 Working area are cleaned following industry standards 2.7 Safety measures are applied following OSHS.	2.4 Defects of tools 2.5 Segregation and disposal of defective tools 2.6 Indigenous Knowledge System and Practices (IKSP) 2.7 OSHS 2.8 5S of Good Housekeeping 2.9 Waste management 2.9.1 5Rs 2.10 Attitude: 8 Organized 9 Patient 10 Systematic	2.5 Checking tools 2.6 Segregating and disposing defective tools 2.7 Applying waste management 2.8 Applying safety practices
3. Make diversified mat products	3.1 Diversified mat products are created based on agreed <b>product design</b> 3.2 Accessories are attached following product design 3.3 Sewing machine is operated following manufacturer's manual 3.4 Safety measures are applied following OSHS	3.1 Indigenous Knowledge Systems and Practices (IKSP) Types of tools, materials and equipment 3.2 Production of diversified mat products 3.3 Operation of sewing machine 3.4 OSHS 3.5 Attitude: 11 Patient 12 Creative 13 Mastery 14 Time conscious 15 Systematic 16 Organized	3.1 Creating diversified mat products 3.2 Monitoring activities 3.3 Applying remedial activities 3.4 Operating sewing machine 3.5 Practicing safety measures
4. Conduct quality control	4.1 Monitoring of activities is conducted based on work requirement	4.1 Monitoring procedures 4.2 Inspection procedure	4.1 Monitoring activities 4.2 Inspecting finished product

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	4.2 <b>Finished products</b> are <b>inspected</b> following industry procedures 4.3 <b>Reject products</b> are segregated and recorded following industry procedures 4.4 Condition of reject products are evaluated based on industry standards 4.5 Recommendation of remedial action is prepared based on the finding of evaluation	4.3 Segregation and recording of rejected products 4.4 Evaluation of condition of rejected products 4.5 Preparation of recommendation of remedial action 4.6 Attitude: 17 Patient 18 Decisive 19 Detailed 20 Systematic 21 Organized 22 Tactful 23 Respectful	4.3 Segregating rejected products 4.4 Evaluating product condition 4.5 Preparing recommended remedial action 4.6 Communication skills 4.7 Calculation and mensuration skills
5. Apply remedial actions	5.1 Materials to be used is obtained based on remedial requirements 5.2 <b>Remedial actions</b> are carried out following findings of the evaluation 5.3 Record keeping is done following industry standards 5.4 Counter checking of repaired products is conducted based on the agreed product design 5.5 Safety measures are applied following OSHS	5.1 Indigenous Knowledge Systems and Practices (IKSP) on Mat Weaving 5.2 Materials requirement for remedial action 5.3 Types of remedial actions 5.4 Record Keeping 5.5 Counter checking 5.6 OSHS 5.7 Attitude: 5.7.1 Innovative 5.7.2 Creative 5.7.3 Patient 5.7.4 Resourceful 5.7.5 Economical	5.1 Obtaining materials to be used 5.2 Carrying out remedial actions 5.3 Keeping records 5.4 Conducting counter checking 5.5 Practicing OSHS 5.6 Communication skills 5.7 Mensuration and calculation skills
6. Secure intellectual property rights (IPR)	6.1 Intellectual property rights application form is accomplished following accrediting government agency 6.2 Accomplished forms and other	6.1 Steps in accomplishing application form 6.2 Accrediting government agency 6.3 Procedure in securing	6.1 Accomplishing intellectual property rights (IPR) 6.2 Submitting application documents and other



ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	<p>requirements are submitted according to accreditation procedures of government agency</p> <p>6.3 Certificates are secured from authorities following to accreditation procedures</p>	<p>certificates of intellectual property rights (IPR)</p> <p>6.4 Compliance to the requirements of application of intellectual property rights (IPR)</p> <p>6.5 Attitude:</p> <p>6.5.1 Patient</p> <p>6.5.2 Interested</p> <p>6.5.3 Determined to learn</p>	<p>requirements</p> <p>6.3 Securing and displaying certificates</p> <p>6.4 Communication skills</p>
7. Conduct post production activities	<p>7.1 Finished diversified mat products are documented and recorded following industry standards</p> <p>7.2 Finished diversified mat products are stored following industry standards</p> <p>7.3 Finished diversified mat products are packaged and <b>labeled</b> based on industry practices</p> <p>7.4 Costing and pricing of diversified mat products are done following industry standards</p> <p>7.5 Waste materials are segregated and disposed according to waste management</p> <p>7.6 Working area is cleared and cleaned according to industry practices</p> <p>7.7 Tools, materials, equipment are maintained and stored following</p>	<p>7.1 Indigenous Knowledge Systems and Practices (IKSP)</p> <p>Storage of diversified mat products</p> <p>7.2 Diversified mat products packaging and labeling methods</p> <p>7.3 Documentation and recording procedures</p> <p>7.4 Product costing</p> <p>7.5 Waste Management</p> <p>7.5.1 3 Rs</p> <p>7.5.2 5S</p> <p>7.6 Restoration of working area</p> <p>7.7 Maintenance and storage of tools, materials and equipment</p> <p>7.8 OSHS</p> <p>7.9 Awareness on Intellectual Property Rights (IPR)</p> <p>7.10 Geographical Indicator (GI)</p>	<p>7.1 Packaging and labeling of collaborated mat products</p> <p>7.2 Storing of produced collaborated mat products</p> <p>7.3 Performing documentation and recording</p> <p>7.4 Computing of product cost</p> <p>7.5 Practicing waste management</p> <p>7.6 Cleaning and Clearing of working area</p> <p>7.7 Maintaining and storing of tools, materials and equipment</p> <p>7.8 Practicing OSHS</p> <p>7.9 Calculation skills</p>

ELEMENT	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
	good housekeeping 7.8 Safety measures are applied following OSHS	7.11 ATTITUDE: 7.11.1 Patient 7.11.2 Environmental conscious 7.11.3 Organized 7.11.4 Detailed 7.11.5 Enthusiast 7.11.6 Industrious 7.11.7 Economical	

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Diversified mat products	Collaborated products may include: <ul style="list-style-type: none"> <li>1.1 Fashion bags</li> <li>1.2 Wallets</li> <li>1.3 Pouch</li> <li>1.4 Organizer</li> <li>1.5 Trash bin</li> <li>1.6 Hamper</li> <li>1.7 Multipurpose boxes</li> <li>1.8 Placemats</li> <li>1.9 Lei</li> <li>1.10 Folder</li> <li>1.11 Shopping /multipurpose bags</li> </ul>
2. Product design	Product design includes: <ul style="list-style-type: none"> <li>2.1 Color</li> <li>2.2 Materials</li> <li>2.3 Design</li> </ul>
3. Tools, supplies and equipment	Tools, supplies and equipment may include: <ul style="list-style-type: none"> <li><b>3.1 Materials</b> <ul style="list-style-type: none"> <li>3.1.1 Thread</li> <li>3.1.2 Zipper</li> <li>3.1.3 Metal slider</li> <li>3.1.4 Strap (nylon,leather,cloth)</li> <li>3.1.5 Fabrics</li> <li>3.1.6 Nylon rope</li> <li>3.1.7 Plastic hose</li> <li>3.1.8 Other accessories (rivets, eyelets)</li> <li>3.1.9 Adhesive cement (rugby)</li> <li>3.1.10 Rubber mat</li> <li>3.1.11 Foam</li> </ul> </li> <li><b>3.2 Tools</b> <ul style="list-style-type: none"> <li>3.2.1 Knife</li> <li>3.2.2 Scissor</li> <li>3.2.3 Needle</li> <li>3.2.4 Pliers</li> <li>3.2.5 Hammer</li> <li>3.2.6 Cutter</li> <li>3.2.7 Tape measure</li> <li>3.2.8 Ruler</li> <li>3.2.9 Caliper</li> <li>3.2.10 Molder</li> </ul> </li> <li><b>3.3 Equipment</b> <ul style="list-style-type: none"> <li>3.3.1 Sewing machine</li> </ul> </li> </ul>
4. Labeling	May include: <ul style="list-style-type: none"> <li>4.1 Pricing</li> <li>4.2 Geographical indicator (GI)</li> <li>4.3 product name</li> <li>4.4 Information about the weaver</li> <li>4.5 Raw materials</li> <li>4.6 Product date</li> <li>4.7 Product story (traditional use)</li> </ul>

VARIABLE	RANGE
5. Finished products	Finished products may include: 5.1 Weaved mat 5.2 Diversified mat products
6. Inspection	Inspection includes: 6.1 Checking against the design 6.2 Damages/defects 6.3 Nonconformance with quality products
7. Reject products	Reject products may include but not limited to: 7.1 Misaligned 7.2 Worn- out 7.3 Loosened 7.4 Improper sewing and joining 7.5 Discoloration out of specifications
8. Remedial actions	Remedial actions may include: 8.1 Repair product 8.2 Sell product in low price (sale) 8.3 Resize product 8.4 Enhance product

## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Determine product specifications               <ul style="list-style-type: none"> <li>1.1.1 Determine diversified mat products</li> <li>1.1.2 Chose mat designs</li> <li>1.1.3 Selected product design</li> <li>1.1.4 Created prototype</li> </ul> </li> <li>1.2 Prepare tools, supplies equipment and working area               <ul style="list-style-type: none"> <li>1.2.1 Checked serviceability of sewing machine</li> <li>1.2.2 Checked tools</li> <li>1.2.3 Segregated and disposed defective tools</li> <li>1.2.4 Applied safety measures</li> </ul> </li> <li>1.3 Make diversified mat products               <ul style="list-style-type: none"> <li>1.3.1 Created diversified mat products</li> <li>1.3.2 Attached accessories</li> <li>1.3.3 Applied safety measures</li> </ul> </li> <li>1.4 Conduct quality control               <ul style="list-style-type: none"> <li>1.4.1 Conducted monitoring of activities</li> <li>1.4.2 Inspected finished products</li> <li>1.4.3 Segregated and recorded reject products</li> <li>1.4.4 Prepared recommendation of remedial action</li> </ul> </li> <li>1.5 Apply remedial action               <ul style="list-style-type: none"> <li>1.5.1 Obtained materials to be used</li> <li>1.5.2 Carried out remedial actions</li> <li>1.5.3 Applied safety measures</li> </ul> </li> <li>1.6 Secure intellectual property rights (IPR)               <ul style="list-style-type: none"> <li>1.6.1 Accomplished intellectual property rights application form</li> <li>1.6.2 Submitted accomplished forms and other requirements</li> <li>1.6.3 Secured certificates</li> </ul> </li> <li>1.7 Conduct post production activities               <ul style="list-style-type: none"> <li>1.7.1 Documented and recorded finished diversified mat products</li> <li>1.7.2 Maintained and stored tools, materials, equipment</li> <li>1.7.3 Safety measures are applied following OSHS</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written test</li> <li>3.3 Portfolio with interview</li> <li>3.4 Direct observation</li> </ul>
<p>4. Context of Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **MARKET PRODUCTS**

**Unit Code** : **CRVXXXXX**

**Unit Descriptor** : The unit deals with the knowledge, skills and attitudes required to compute market price, determine potential market, apply selling practices and deliver product.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Compute market price	1.1 Cost of product is computed based on used materials and labor 1.2 Total price is computed based on <b>standard marketing practices</b> 1.3 Price tagging is done according to workplace procedure	1.1 Costing and pricing of products 1.2 Computation of market price 1.3 Standard marketing practices 1.4 Standard pricing procedure 1.5 Price tagging 1.6 Arithmetic operation 1.7 Attitude: 1.7.1 Analytical 1.7.2 Detailed 1.7.3 Economic 1.7.4 Patience	1.1 Costing and pricing 1.2 Performing price tagging 1.3 Performing arithmetic operation 1.4 Calculation skills 1.5 Communication skills
2. Determine potential market	2.1 Target markets are identified following industry standards 2.2 <b>Marketing strategy</b> is applied following industry standards 2.3 Marketing transaction is completed based on <b>agreed terms and conditions</b>	2.1 Identification of Target markets 2.2 Profiling of prospect customers 2.3 Marketing rules and terminologies 2.4 Closing marketing transaction 2.5 Agreed terms and condition 2.6 Attitude: 2.6.1 Polite 2.6.2 Tactful 2.6.3 Enthusiastic	2.1 Identifying target markets 2.2 Applying marketing strategy 2.3 Completing marketing transaction 2.3.1 Signing and recording agreed terms and conditions 3. Communication and negotiation skills

		2.6.4 Persistent 2.6.5 Patience	
3 Apply selling practices	3.1 Required product quantity is verified following- <b>selling practices</b> 3.2 Packaging of product is done according to required product quantity 3.3 Packaged product is sealed and labeled following marketing requirement 3.4 Packaged products are checked based on the required product quantity	3.1 Verification of required product quantity 3.2 Selling practices 3.3 Packaging of products 3.4 Product sealing and labeling 3.5 Checking procedures of bundled products 3.6 Checking procedures of packaged 3.7 Attitude: 3.7.1 Detailed 3.7.2 Systematic 3.7.3 Patient 3.7.4 Polite 3.7.5 Organized 3.7.6 Economical	3.1 Verifying of required product quantity 3.2 Packaging of products 3.3 Sealing and labeling of packaged products 3.4 Checking of packaged products 3.5 Applying of selling practices 3.6 Communication skills 3.7 Calculation skills
4 Deliver product	4.1 Buyers are informed regarding <b>product delivery</b> following agreed terms and condition 4.2 Handling and transporting of products are monitored based on the agreed terms and condition 4.3 Product distribution is completed following agreed terms and condition 4.4 Payment is collected based on the agreed terms and condition 4.5 Reports are prepared according to marketing requirements	4.1 Communication with buyers 4.2 Types of product delivery 4.3 Monitoring procedures for handling and transporting 4.4 Procedures of completing transactions for product dispersal 4.5 Preparation of report 4.6 Attitude: 4.6.1 Patient 4.6.2 Systematic 4.6.3 Organized 4.6.4 Punctual 4.6.5 Time conscious	4.1 Communicating buyers 4.2 Monitoring handling and transporting of products 4.3 Completing transactions for product deliveries 4.4 Preparing reports 4.4.1 Computing quantity of dispersed products 4.5 Collecting of payment 4.6 Negotiation skills

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Standard marketing practices	Standard marketing practices may include: <ul style="list-style-type: none"> <li>1.1 Cost of Raw material</li> <li>1.2 Marked- up/margin</li> <li>1.3 Cost of Labor</li> <li>1.4 Administrative cost</li> <li>1.5 Imputed cost of assets</li> <li>1.6 Cost of borrowed money (as applicable)</li> </ul>
2. Marketing strategy	Marketing strategy includes: <ul style="list-style-type: none"> <li>2.1 sales talk</li> <li>2.2 product demonstration</li> <li>2.3 participation/join trade fair and exhibits</li> <li>2.4 online promotion and selling of products</li> </ul>
3. Agreed terms and condition	Agreed terms and conditions may include: <ul style="list-style-type: none"> <li>3.1 Total number of orders</li> <li>3.2 Date of deliveries</li> <li>3.3 Date of payments</li> <li>3.4 Reject</li> <li>3.5 Mode of delivery</li> <li>3.6 Total price of products</li> </ul>
4. Selling practices	Selling Practices may include: <ul style="list-style-type: none"> <li>4.1 Retail</li> <li>4.2 Wholesale</li> </ul>
5. Product delivery	Product delivery may include: <ul style="list-style-type: none"> <li>5.1 Pick –up</li> <li>5.2 Courier</li> <li>5.3 Freight</li> </ul>



## EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Compute market price               <ul style="list-style-type: none"> <li>1.1.1 Computed cost of product</li> </ul> </li> <li>1.2 Determine potential market               <ul style="list-style-type: none"> <li>1.2.1 Applied marketing strategy</li> <li>1.2.2 Completed marketing transaction</li> </ul> </li> <li>1.3 Apply selling practices               <ul style="list-style-type: none"> <li>1.3.1 Conducted packaging of product</li> <li>1.3.2 Sealed and labeled packaged product</li> <li>1.3.3 Checked packaged products</li> </ul> </li> <li>1.4 Deliver product               <ul style="list-style-type: none"> <li>1.4.1 Monitored handling and transporting of products</li> <li>1.4.2 Completed product distribution</li> </ul> </li> </ul>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
3. Method of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written test</li> <li>3.3 Portfolio with interview</li> </ul>
4. Context of Assessment	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</li> </ul>

## **SECTION 3: TRAINING ARRANGEMENTS**

### **TRAINEE ENTRY REQUIREMENTS**

Trainees or students wishing to gain entry into this course should possess the following requirements:

- Able to read and write;
- Able to communicate, verbal or non-verbal; and
- Basic arithmetic skills

#### **OR**

- Must have at least 10 years of basic education or an Alternative Learning System (ALS) Certificate of Completion with grade 10 equivalent holder

### **TRAINER'S QUALIFICATIONS FOR CREATIVE SECTOR**

Trainers who will deliver the training on **MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II** should have the following:

1. Must be TESDA recognized Cultural Master as endorsed by NCCA

#### **OR**

2. Must have the following:

- Any individual trained and certified by TESDA recognized Cultural Master;
- Holder of certificate on any trainers training and;
- Must have at least two (2) years industry experience\* within the last ten (10) years on any areas relevant to mat weaving and diversified mat products making

*\*Note: Consider iWER guidelines (apprenticeship) in converting training/seminar to industry experiences*

### **LIST OF TOOLS, EQUIPMENT AND MATERIALS**

#### **MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II**

Recommended list of tools, equipment and materials for the training of 25 trainees for MAT WEAVING AND DIVERSIFIED MAT PRODUCTS MAKING LEVEL II

Qty.	Tools	Qty.	Equipment	Qty.	Materials
6 pcs	Cooking pot for boiling, 54L capacity	6 units	Weighing scale - digital (1kg capacity)	2,350 strips/group	leaf of pandan (pandanus species)
6 pcs	Cooking pot for dyeing, 54L capacity	6 pcs	Calculator	2,350 strips/group	leaf of buri ( <i>Corypha utan</i> Lam.)
6 pcs	Kalan (metal) based on the 54L capacity	3 units	Sewing machine (manual)	2,350 strips/group	leaf of tikog ( <i>Sagittaria sagittifolia</i> Linn.)
26 pcs	knife			strips (24 x 1 cm) - 87 strips for edging(1"x24) - 2	Rattan - (output size – (24"x36"))
26 pcs	Stripping blade			1 roll	Tying materials
6 pcs	Sharpening stone			20 bundles	Fire Wood
6 pcs	Bolo			6 pcs	Bamboo pole for hanging and drying
26 pcs	Flat bamboo split (2"x6")			26 pcs	Flat bamboo (2X6") (transferred to tool)
6 pcs	Pail (18Lcapacity)			$\frac{1}{4}$ kg/color/group	Dye (Basic color)
6 pcs	Basin (large)			26 pcs	Bamboo stick for mixing with dye (2X39")
6 pcs	Pail (100Lcapacity)			5 boxes/5 pcs	Match/lighter
6 pcs	scythe			1 roll/per group	Nylon (#8)
6 pcs	empty sacks (50kg)			<b>Cleaning agents</b>	
25 pcs	Mini stool (plastic/wood)			1 kg	Soap powder
26 pcs	Scissor				Water
26 pcs	Knife (small)			<b>PPEs</b>	
1 set	Needle (3")			26 pairs	gloves
26 pcs	Tongs (16")			26 pcs	Long sleeves
6 pcs	splitter/sizer (fabricated)			26 pcs	Hats
26 pcs	Knife, 8" long			26 pairs	Rubber boots
26 pcs	Scissor, heavy duty			1 set	First aid kit
1 set	Needle for sewing machine (#14)			5 pcs	Woods

1 set	Needle for sewing machine (#16)			5 pcs	Used blanket
1 set	Needle for sewing machine (#22)			5 pcs	Used box
26 pcs	Pliers, small			5 pcs	<b>Central panel stopper</b> Stone Wood
26 pcs	Hammer, small, metal			25 pcs	Plastic for packaging
26 pcs	Cutter, small, heavy duty			6 pcs (12"x16")	Boxes for packaging
26 pcs	Tape measure			6 pcs	Marking pen
26 pcs	Ruler, 12"			6 pcs (1/4 size)	Card board for tagging
5 pcs	Paper Cutter (small)			6 pcs	Logbook, 50pp
5 pcs	caliper			1 roll	Nylon (#8)
5 pcs	Bag Molder, medium size (fabricated)			1 set	Needle (#14)
				1 set	Needle (#16)
				1 set	Needle (#22)
				26 pcs	Thimble
				6 pcs	Reject weaved mat
				6 pcs	Reject collaborated mat products
				26 pcs	Sample IPR application form
				5 spools with different colors (regular size)	Thread
				26 pcs	Zipper (1 m)
				26 pcs	Metal slider
				26 pcs	Strap (nylon, leather, cloth) (1 ½ m)
				26 pcs	Fabrics (3/4 m)
				1 roll	Nylon rope (#8)
				26 pcs	Plastic hose (1 ½ m)
				1 m	magic tape (1 inch)
				As needed based on design	Other accessories (as needed per product)

				5 bots.	Adhesive cement
				3 sheets	Sliced foam (4 X 8 ft.)
				3 sheets	Foam (4 X 8 ft. X .25")
				25 pcs	Plastic for packaging
				6 pcs (12"x16")	Boxes for packaging
				6 pcs	Marking pen
				6 pcs (1/4 size)	Card board for tagging
				6 pcs	Logbook, 50pp
				3 sheets	Rubber mat (4 X 8 ft.)
				2 pcs	Box moulder (2x2x10)
				1 pc	Chipboard (#90)
				3 sheets	Rubber (4 X 8 ft.)
				6 pcs	Reject weaved mat
				6 pcs	Reject collaborated mat products
				26 pcs	Sample IPR application form

## ACKNOWLEDGEMENTS

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- **TESDA-Davao City/Del Sur**
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- **TESDA-Iloilo**

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