

COMPETENCY STANDARDS

PURCHASING OPERATION LEVEL III



LOGISTICS SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex East Service Road, South Luzon Expressway (SLEX),
Fort Bonifacio, Taguig City

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, "Establishment and Administration of the National Trade Skills Standards" of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

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COMPETENCY STANDARDS FOR PURCHASING OPERATION LEVEL III

Section 1 PURCHASING OPERATION LEVEL III QUALIFICATION

The **PURCHASING OPERATION LEVEL III** Qualification consists of competencies that a person must achieve to effectively perform technical and operational tasks related to procurement and purchasing within an organization. It includes analyzing procurement needs, planning and implementing procurement activities, managing procurement data and supplier relationships, and applying cost control measures to ensure efficiency and compliance with organizational and regulatory requirements.

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

The units of competency comprising this qualification include the following:

CODE NO.	BASIC COMPETENCIES
400311319	Lead workplace communication
400311320	Lead small teams
400311321	Apply critical thinking and problem-solving techniques in the workplace
400311322	Work in a diverse environment
400311323	Propose methods of applying learning and innovation in the organization
400311324	Use information systematically
400311325	Evaluate occupational safety and health work practices
400311326	Evaluate environmental work practices
400311327	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)

CODE NO.	COMMON COMPETENCIES
LOG493201	Apply workplace procedures in warehousing operations
LOG493202	Perform industry calculations in warehousing operations
LOG493203	Ensure security of stocks and cargo
LOG493204	Provide efficient customer service
LOG493205	Contribute to quality systems
LOG493206	Comply with workplace procedures in handling stocks
LOG493207	Maintain warehouse records

CODE NO.	CORE COMPETENCIES
CS-LOG432333	Conduct demands analysis
CS-LOG432334	Develop procurement plan
CS-LOG432335	Implement procurement activities
CS-LOG432336	Manage procurement information

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

- Supply Chain Specialist

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 **PURCHASING OPERATION LEVEL III**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : **LEAD WORKPLACE COMMUNICATION**

UNIT CODE : **400311319**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to lead in the effective dissemination and discussion of ideas, information, and issues in the workplace. This includes preparation of written communication materials.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Communicate information about workplace processes	1.1 Relevant communication method is selected based on workplace procedures. 1.2 Multiple operations involving several topics/areas are communicated following enterprise requirements. 1.3 Questioning is applied to gain extra information. 1.4 Relevant sources of information are identified in accordance with workplace/ client requirements. 1.5 Information is selected and organized following	1.1 Organization requirements for written and electronic communication methods 1.2 Effective verbal communication methods 1.3 Business writing 1.4 Workplace etiquette	1.1 Organizing information 1.2 Conveying intended meaning 1.3 Participating in a variety of workplace discussions 1.4 Complying with organization requirements for the use of written and electronic communication methods 1.5 Effective business writing 1.6 Effective clarifying and probing skills 1.7 Effective questioning techniques

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>enterprise procedures.</p> <p>1.6 Verbal and written reporting is undertaken when required.</p> <p>1.7 Communication and negotiation skills are applied and maintained in all relevant situations.</p>		(clarifying and probing)
2. Lead workplace discussions	<p>2.1 Response to workplace issues are sought following enterprise procedures.</p> <p>2.2 Response to workplace issues are provided immediately.</p> <p>2.3 Constructive contributions are made to workplace discussions on such issues as production, quality and safety.</p> <p>2.4 Goals/ objectives and action plans undertaken in the workplace are communicated promptly.</p>	<p>2.1 Organization requirements for written and electronic communication methods</p> <p>2.2 Effective verbal communication methods</p> <p>2.3 Workplace etiquette</p>	<p>2.1 Organizing information</p> <p>2.2 Conveying intended meaning</p> <p>2.3 Participating in variety of workplace discussions</p> <p>2.4 Complying with organization requirements for the use of written and electronic communication methods</p> <p>2.5 Effective clarifying and probing skills</p>
3. Identify and communicate issues arising in the workplace	<p>3.1 Issues and problems are identified as they arise.</p> <p>3.2 Information regarding problems and issues are organized coherently to ensure clear and effective</p>	<p>3.1 Organization requirements for written and electro communication methods</p> <p>3.2 Effective verbal communication methods</p> <p>3.3 Workplace etiquette</p>	<p>3.1 Organizing information</p> <p>3.2 Conveying intended meaning</p> <p>3.3 Participating in a varie of workplace discussions</p> <p>3.4 Complying with organization</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>communication.</p> <p>3.3 Dialogue is initiated with appropriate personnel.</p> <p>3.4 Communication problems and issues are raised as they arise.</p> <p>3.5 Identify barriers in communication to be addressed appropriately.</p>	<p>3.4 Communication problems and issues</p> <p>3.5 Barriers in communication</p>	<p>requirements for the use of written and electronic communication methods</p> <p>3.5 Effective clarifying and probing skills</p> <p>3.6 Identifying issues</p> <p>3.7 Negotiation and communication skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Communication method	May include but not limited to: 1.1 Non-verbal gestures 1.2 Verbal 1.3 Face-to-face 1.4 Two-way radio 1.5 Speaking to groups 1.6 Using telephone 1.7 Written 1.8 Internet
2. Workplace discussions	May include but not limited to: 2.1 Coordination meetings 2.2 Toolbox discussion 2.3 Peer-to-peer discussion

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Dealt with a range of communication/information at one time 1.2 Demonstrated leadership skills in workplace communication 1.3 Made constructive contributions in workplace issues 1.4 Sought workplace issues effectively 1.5 Responded to workplace issues promptly 1.6 Presented information clearly and effectively written form 1.7 Used appropriate sources of information 1.8 Asked appropriate questions 1.9 Provided accurate information
2. Resource Implications	The following resources should be provided: 2.1 Variety of Information 2.2 Communication tools 2.3 Simulated workplace
3. Methods of Assessment	Competency in this unit may be assessed through: Case problem 3.1 Third-party report 3.2 Portfolio 3.3 Interview 3.4 Demonstration with oral questioning
4. Context for Assessment	4.1 Competency may be assessed in the workplace or in a simulated workplace environment

UNIT OF COMPETENCY : LEAD SMALL TEAMS

UNIT CODE : 400311320

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes to lead small teams including setting, maintaining and monitoring team and individual performance standards.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
.1. Provide team leadership	1.1 Work requirements are identified and presented to team members based on company policies and procedures. 1.2 Reasons for instructions and requirements are communicated to team members based on company policies and procedures. 1.3 Team members' and leaders' concerns are recognized, discussed and dealt with based on company practices.	1.1 Facilitation of Team work 1.2 Company policies and procedures relating to work performance 1.3 Performance standards and expectations 1.4 Monitoring individual's and team's performance vis a vis client's and group's expectations	1.1 Communication skills required for leading teams 1.2 Group facilitation skills 1.3 Negotiating skills 1.4 Setting performance expectation
2. Assign responsibilities	2.1 Responsibilities are allocated having regard to the skills, knowledge and aptitude required to undertake the assigned task based on company policies. 2.2 Duties are allocated having regard to individual preference, domestic and personal.	2.1 Work plan and procedures 2.2 Work requirements and targets 2.3 Individual and group expectations and assignments 2.4 Ways to improve group leadership and membership	2.1 Communication skills 2.2 Management skills 2.3 Negotiating skills 2.4 Evaluation skills 2.5 Identifying team member's strengths and rooms for improvement

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Set performance expectations for team members	3.1 Performance expectations are established based on client needs. 3.2 Performance expectations are based on individual team member's knowledge, skills and aptitude. 3.3 Performance expectations are discussed and disseminated to individual team members.	3.1 One's roles and responsibilities in the team 3.2 Feedback giving and receiving 3.3 Performance expectation	3.1 Communication skills 3.2 Accurate empathy 3.3 Congruence 3.4 Unconditional positive regard 3.5 Handling of Feedback
4. Supervise team performance	4.1 Performance is monitored based on defined performance criteria and/or assignment instruction. 4.2 Team members are provided with feedback , positive support and advice on strategies to overcome any deficiencies based on company practices. 4.3 Performance issues which cannot be rectified or addressed within the team are referred to appropriate personnel according to employer policy. 4.4 Team members are kept informed of any changes in the priority allocated to assignments or tasks which might impact on client/customer	4.1 Performance Coaching 4.2 Performance management 4.3 Performance Issues	4.1 Communication skills required for leading teams 4.2 Coaching skill

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>needs and satisfaction.</p> <p>4.5 Team operations are monitored to ensure that employer/client needs and requirements are met.</p> <p>4.6 Follow-up communication is provided on all issues affecting the team..</p> <p>4.7 All relevant documentation is completed in accordance with company procedures.</p>		

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work requirements	May include but not limited to: 1.1 Client Profile 1.1 Assignment instructions
2. Team members' and leaders' concerns	May include but not limited to: 2.1 Roster/shift details
3. Monitor performance	May include but not limited to: 3.1 Formal process 3.2 Informal process
4. Feedback	May include but not limited to: 4.1 Formal process 4.2 Informal process
5. Performance issues	May include but not limited to: 5.1 Work output 5.2 Work quality 5.3 Team participation 5.4 Compliance with workplace protocols 5.5 Safety 5.6 Customer service

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Maintained or improved individuals and/or team performance given a variety of possible scenario</p> <p>1.2 Assessed and monitored team and individual performance against set criteria</p> <p>1.3 Represented concerns of a team and individual to next level of management or appropriate specialist and to negotiate on their behalf</p> <p>1.4 Allocated duties and responsibilities, having regard to individual's knowledge, skills and aptitude and the needs of the tasks to be performed</p> <p>1.5 Set and communicated performance expectations for a range of tasks and duties within the team and provided feedback to team members</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</p> <p>2.2 Materials relevant to the proposed activity or tasks</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written Examination</p> <p>3.2 Oral Questioning</p> <p>3.3 Portfolio</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

UNIT OF COMPETENCY : APPLY CRITICAL THINKING AND PROBLEM-SOLVING

UNIT CODE : 400311321

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to solve problems in the workplace including the application of problem solving techniques and to determine and resolve the root cause/s of specific problems in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Examine specific workplace challenges	1.1 Variances are examined from normal operating parameters ; and product quality. 1.2 Extent, cause and nature of the specific problem are defined through observation, investigation and analytical techniques . 1.3 Problems are clearly stated and specified.	1.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations. 1.2 Competence to include the ability to apply and explain, enough for the identification of fundamental causes of specific workplace challenges. 1.3 Relevant equipment and operational processes. 1.4 Enterprise goals, targets and measures. 1.5 Enterprise quality OHS and environmental requirement. 1.6 Enterprise information systems and data collation	1.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) in examining specific challenges in the workplace. 1.2 Identifying extent and causes of specific challenges in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Analyze the causes of specific workplace challenges.	<p>2.1 Possible causes of specific problems are identified based on experience and the use of problem solving tools / analytical techniques.</p> <p>2.2 Possible cause statements are developed based on findings.</p> <p>2.3 Fundamental causes are identified per results of investigation conducted.</p>	<p>1.7 Industry codes and standards.</p> <p>2.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations.</p> <p>2.2 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendation.</p> <p>2.3 Relevant equipment and operational processes.</p> <p>2.4 Enterprise goals, targets and measures.</p> <p>2.5 Enterprise quality OSH and environmental requirement.</p> <p>2.6 Enterprise information systems and data collation.</p> <p>2.7 Industry codes and standards.</p>	<p>2.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) in examining specific challenges in the workplace.</p> <p>2.2 Identifying extent and causes of specific challenges in the workplace.</p> <p>2.3 Providing clear-cut findings on the nature of each identified workplace challenges.</p>
3. Formulate resolutions to specific workplace challenges	<p>3.1 All possible options are considered for resolution of the problem.</p> <p>3.2 Strengths and weaknesses of</p>	<p>3.1 Competence to include the ability to apply and explain, sufficient for the identification of</p>	<p>3.1 Using range of analytical techniques (e.g., planning, attention, simultaneous</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>possible options are considered.</p> <p>3.3 Corrective actions are determined to resolve the problem and possible future causes.</p> <p>3.4 Action plans are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures.</p>	<p>fundamental cause, determining the corrective action and provision of recommendations</p> <p>3.2 Relevant equipment and operational processes</p> <p>3.3 Enterprise goals, targets and measures</p> <p>3.4 Enterprise quality OSH and environmental requirement</p> <p>3.5 Principles of decision making strategies and techniques</p> <p>3.6 Enterprise information systems and data collation</p> <p>3.7 Industry codes and standards</p>	<p>and successive processing of information) in examining specific challenges in the workplace.</p> <p>3.2 Identifying extent and causes of specific challenges in the workplace.</p> <p>3.3 Providing clear-cut findings on the nature of each identified workplace challenges.</p> <p>3.4 Devising, communicating, implementing and evaluating strategies and techniques in addressing specific workplace challenges.</p>
4. Implement action plans and communicate results	<p>4.1 Action plans are implemented and evaluated.</p> <p>4.2 Results of plan implementation and recommendations are prepared.</p> <p>4.3 Recommendations are presented to appropriate personnel.</p> <p>4.4 Recommendations are followed-up, if required.</p>	<p>4.1 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations</p> <p>4.2 Relevant equipment and operational processes</p> <p>4.3 Enterprise goals, targets and measures</p> <p>4.4 Enterprise quality, OSH and</p>	<p>4.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) in examining specific challenges in the workplace.</p> <p>4.2 Identifying extent and causes of specific challenges in the workplace.</p> <p>4.3 Providing clear-cut findings on the nature of</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		environmental requirement 4.5 Principles of decision making strategies and techniques 4.6 Enterprise information systems and data collation 4.7 Industry codes and standards	each identified workplace challenges. 4.4 Devising, communicating, implementing and evaluating strategies and techniques in addressing specific workplace challenges.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Parameters	May include but not limited to: 1.1 Processes 1.2 Procedures 1.3 Systems
2. Analytical techniques	May include but not limited to: 2.1 Brainstorming 2.2 Intuitions/Logic 2.3 Cause and effect diagrams 2.4 Pareto analysis 2.5 SWOT analysis 2.6 Gant chart, Pert CPM and graphs 2.7 Scatter grams
3. Problem	May include but not limited to: 3.1 Routine, non – routine and complex workplace and quality problems 3.2 Equipment selection, availability and failure 3.3 Teamwork and work allocation problem 3.4 Safety and emergency situations and incidents 3.5 Risk assessment and management
4. Action plans	May include but not limited to: 4.1 Priority requirements 4.2 Measurable objectives 4.3 Resource requirements 4.4 Timelines 4.5 Co-ordination and feedback requirements 4.6 Safety requirements 4.7 Risk assessment 4.8 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Examined specific workplace challenges. 1.2 Analyzed the causes of specific workplace challenges. 1.3 Formulated resolutions to specific workplace challenges. 1.4 Implemented action plans and communicated results on specific workplace challenges.
2. Resource Implications	2.1 Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p> <p>These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p>
4. Context for Assessment	In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

UNIT OF COMPETENCY : WORK IN A DIVERSE ENVIRONMENT

UNIT CODE : 400311322

UNIT DESCRIPTOR : This unit covers the outcomes required to work effectively in a workplace characterized by diversity in terms of religions, beliefs, races, ethnicities and other differences.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Develop an individual's cultural awareness and sensitivity	1.1 Individual differences with clients, customers and fellow workers are recognized and respected in accordance with enterprise policies and core values. 1.2 Differences are responded to in a sensitive and considerate manner. 1.3 Diversity is accommodated using appropriate verbal and non-verbal communication.	1.1 Understanding cultural diversity in the workplace 1.2 Norms of behavior for interacting and dialogue with specific groups (e. g., Muslims and other non-Christians, non-Catholics, tribes/ethnic groups, foreigners) 1.3 Different methods of verbal and non-verbal communication in a multicultural setting	1.1 Applying cross-cultural communication skills (i.e. different business customs, beliefs, communication strategies) 1.2 Showing affective skills – establishing rapport and empathy, understanding, etc. 1.3 Demonstrating openness and flexibility in communication 1.4 Recognizing diverse groups in the workplace and community as defined by divergent culture, religion, traditions and practices
2. Work effectively in an environment that acknowledges and values cultural diversity	2.1 Knowledge, skills and experiences of others are recognized and documented in relation to team objectives. 2.2 Fellow workers are encouraged to utilize and share	2.1 Value of diversity in the economy and society in terms of Workforce development 2.2 Importance of inclusiveness in a diverse environment	2.1 Demonstrating cross-cultural communication skills and active listening 2.2 Recognizing diverse groups in the workplace and community as defined by

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>their specific qualities, skills or backgrounds with other team members and clients to enhance work outcomes.</p> <p>2.3 Relations with customers and clients are maintained to show that diversity is valued by the business.</p>	<p>2.3 Shared vision and understanding of and commitment to team, departmental, and organizational goals and objectives</p> <p>2.4 Strategies for customer service excellence</p>	<p>divergent culture, religion, traditions and practices</p> <p>2.3 Demonstrating collaboration skills</p> <p>2.4 Exhibiting customer service excellence</p>
<p>3. Identify common issues in a multicultural and diverse environment</p>	<p>3.1 <i>Diversity-related conflicts</i> within the workplace are effectively addressed and resolved.</p> <p>3.2 Discriminatory behaviors towards customers/stakeholders are minimized and addressed accordingly.</p> <p>3.3 Change management policies are in place within the organization.</p>	<p>3.1 Value, and leverage of cultural diversity</p> <p>3.2 Inclusivity and conflict resolution</p> <p>3.3 Workplace harassment</p> <p>3.4 Change management and ways to overcome resistance to change</p> <p>3.5 Advanced strategies for customer service excellence</p>	<p>3.1 Addressing diversity-related conflicts in the workplace</p> <p>3.2 Eliminating discriminatory behavior towards customers and co-workers</p> <p>3.3 Utilizing change management policies in the workplace</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Diversity	This refers to diversity in both the workplace and the community and may include divergence in: <ul style="list-style-type: none"> 1.1 Religion 1.2 Ethnicity, race or nationality 1.3 Culture 1.4 Gender, age or personality 1.5 Educational background
2. Diversity-related conflicts	May include conflicts that result from: <ul style="list-style-type: none"> 2.1 Discriminatory behaviors 2.2 Differences of cultural practices 2.3 Differences of belief and value systems 2.4 Gender-based violence 2.5 Workplace bullying 2.6 Corporate jealousy 2.7 Language barriers 2.8 Individuals being differently-abled persons 2.9 Ageism (negative attitude and behavior towards old people)

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Adjusted language and behavior as required by interactions with diversity 1.2 Identified and respected individual differences in colleagues, clients and customers 1.3 Applied relevant regulations, standards and codes of practice
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> 2.1 Access to workplace and resources 2.2 Manuals and policies on Workplace Diversity
3. Methods of Assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> 3.1 Demonstration or simulation with oral questioning 3.2 Group discussions 3.3 Case studies/problems involving workplace diversity issues 3.4 Third-party report 3.5 Written examination 3.6 Role Plays
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : PROPOSE METHODS OF APPLYING LEARNING AND INNOVATION IN THE ORGANIZATION

UNIT CODE : 400311323

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to assess general obstacles in the application of learning and innovation in the organization and to propose practical methods of such in addressing organizational challenges.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Assess work procedures, processes and systems in terms of innovative practices	1.1 Reasons for innovation are incorporated to work procedures. 1.2 Models of innovation are researched. 1.3 Gaps or barriers to innovation in one's work area are analyzed. 1.4 Staff who can support and foster innovation in the work procedure are identified.	1.1 Seven habits of highly effective people. 1.2 Character strengths that foster innovation and learning (Christopher Peterson and Martin Seligman, 2004) 1.3 Five minds of the future concepts (Gardner, 2007). 1.4 Adaptation concepts in neuroscience (Merzenich, 2013). 1.5 Transtheoretical model of behavior change (Prochaska, DiClemente, & Norcross, 1992).	1.1 Demonstrating collaboration and networking skills. 1.2 Applying basic research and evaluation skills 1.3 Generating insights on how to improve organizational procedures, processes and systems through innovation.
2. Generate practical action plans for improving work procedures, processes	2.1 Ideas for innovative work procedure to foster innovation using individual and group techniques are conceptualized 2.2 Range of ideas with other team members and colleagues	2.1 Seven habits of highly effective people. 2.2 Character strengths that foster innovation and learning (Christopher Peterson and Martin Seligman, 2004)	2.1 Assessing readiness for change on simple work procedures, processes and systems. 2.2 Generating insights on how to improve organizational

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>are evaluated and discussed</p> <p>2.3 Work procedures and processes subject to change are selected based on <i>workplace requirements</i> (feasible and innovative).</p> <p>2.4 Practical action plans are proposed to facilitate simple changes in the work procedures, processes and systems.</p> <p>2.5 <i>Critical inquiry</i> is applied and used to facilitate discourse on adjustments in the simple work procedures, processes and systems.</p>	<p>2.3 Five minds of the future concepts (Gardner, 2007).</p> <p>2.4 Adaptation concepts in neuroscience (Merzenich, 2013).</p> <p>2.5 Transtheoretical model of behavior change (Prochaska, DiClemente, & Norcross, 1992).</p>	<p>procedures, processes and systems through innovation.</p> <p>2.3 Facilitating action plans on how to apply innovative procedures in the organization.</p>
3. Evaluate the effectiveness of the proposed action plans	<p>3.1 Work structure is analyzed to identify the impact of the new work procedures.</p> <p>3.2 Co-workers/key personnel is consulted to know who will be involved with or affected by the work procedure.</p> <p>3.3 Work instruction operational plan of the new work procedure is developed and evaluated.</p> <p>3.4 Feedback and suggestion are recorded.</p>	<p>3.1 Five minds of the future concepts (Gardner, 2007).</p> <p>3.2 Adaptation concepts in neuroscience (Merzenich, 2013).</p> <p>3.3 Transtheoretical model of behavior change (Prochaska, DiClemente, & Norcross, 1992).</p>	<p>3.1 Generating insights on how to improve organizational procedures, processes and systems through innovation.</p> <p>3.2 Facilitating action plans on how to apply innovative procedures in the organization.</p> <p>3.3 Communicating results of the evaluation of the proposed and implemented changes in the workplace</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.5 Operational plan is updated. 3.6 Results and impact on the developed work instructions are reviewed. 3.7 Results of the new work procedure are evaluated. 3.8 Adjustments are recommended based on results gathered.		procedures and systems. 3.4 Developing action plans for continuous improvement on the basic systems, processes and procedures in the organization.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Reasons	May include but not limited to: 1.1 Strengths and weaknesses of the current systems, processes and procedures. 1.2 Opportunities and threats of the current systems, processes and procedures.
2. Models of innovation	May include but not limited to: 2.1 Seven habits of highly effective people. 2.2 Five minds of the future concepts (Gardner, 2007). 2.3 Neuroplasticity and adaptation strategies.
3. Gaps or barriers	May include but not limited to: 3.1 Machine 3.2 Manpower 3.3 Methods 3.4 Money
4. Critical Inquiry	May include but not limited to: 4.1 Preparation. 4.2 Discussion. 4.3 Clarification of goals. 4.4 Negotiate towards a Win-Win outcome. 4.5 Agreement. 4.6 Implementation of a course of action. 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking. 4.8 Listening. 4.9 Reducing misunderstandings is a key part of effective negotiation. 4.10 Rapport Building. 4.11 Problem Solving. 4.12 Decision Making. 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Established the reasons why innovative systems are required 1.2 Established the goals of a new innovative system 1.3 Analyzed current organizational systems to identify gaps and barriers to innovation 1.4 Assessed work procedures, processes and systems in terms of innovative practices 1.5 Generate practical action plans for improving work procedures, and processes. 1.6 Reviewed the trial innovative work system and adjusted reflect evaluation feedback, knowledge management systems and future planning. 1.7 Evaluated the effectiveness of the proposed action plans.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Pens, papers and writing implements 2.2 Cartolina 2.3 Manila papers
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Psychological and behavioral Interviews. 3.2 Performance Evaluation. 3.3 Life Narrative Inquiry. 3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance. 3.5 Sensitivity analysis. 3.6 Organizational analysis. 3.7 Standardized assessment of character strengths and virtues applied.
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : USE INFORMATION SYSTEMATICALLY

UNIT CODE : 400311324

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to use technical information systems, apply information technology (IT) systems and edit, format & check information.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Use technical information	1.1 Information are collated and organized into a suitable form for reference and use. 1.2 Stored information are classified so that it can be quickly identified and retrieved when needed. 1.3 Guidance are advised and offered to people who need to find and use information.	1.1 Application in collating information 1.2 Procedures for inputting, maintaining and archiving information 1.3 Guidance to people who need to find and use information 1.4 Organize information 1.5 classify stored information for identification and retrieval 1.6 Operate the technical information system by using agreed procedures	1.1 Collating information 1.2 Operating appropriate and valid procedures for inputting, maintaining and archiving information 1.3 Advising and offering guidance to people who need to find and use information 1.4 Organizing information into a suitable form for reference and use 1.5 Classifying stored information for identification and retrieval 1.6 Operating the technical information system by using agreed procedures
2. Apply information technology (IT)	2.1 Technical information system is operated using agreed procedures. 2.2 Appropriate and valid procedures are operated for inputting,	2.1 Attributes and limitations of available software tools 2.2 Procedures and work instructions for the use of IT	2.1 Identifying attributes and limitations of available software tools 2.2 Using procedures and work instructions for the use of IT

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>maintaining and archiving information.</p> <p>2.3 Software required are utilized to execute the project activities.</p> <p>2.4 Information and data obtained are handled, edited, formatted and checked from a range of internal and external sources.</p> <p>2.5 Information are extracted, entered, and processed to produce the outputs required by customers.</p> <p>2.6 Own skills and understanding are shared to help others.</p> <p>2.7 Specified security measures are implemented to protect the confidentiality and integrity of project data held in IT systems.</p>	<p>2.3 Operational requirements for IT systems</p> <p>2.4 Sources and flow paths of data</p> <p>2.5 Security systems and measures that can be used</p> <p>2.6 Extract data and format reports</p> <p>2.7 Methods of entering and processing information</p> <p>2.8 WWW enabled applications</p>	<p>2.3 Describing operational requirements for IT systems</p> <p>2.4 Identifying sources and flow paths of data</p> <p>2.5 Determining security systems and measures that can be used</p> <p>2.6 Extracting data and format reports</p> <p>2.7 Describing methods of entering and processing information</p> <p>2.8 Using WWW applications</p>
3. Edit, format and check information	<p>3.1 Basic editing techniques are used</p> <p>3.2 Accuracy of documents are checked</p> <p>3.3 Editing and formatting tools and techniques are used for more complex documents</p> <p>3.4 Proof reading techniques is used to check that documents look professional</p>	<p>3.1 Basic file-handling techniques</p> <p>3.2 Techniques in checking documents</p> <p>3.3 Techniques in editing and formatting</p> <p>3.4 Proof reading techniques</p>	<p>3.1 Using basic file-handling techniques is used for the software</p> <p>3.2 Using different techniques in checking documents</p> <p>3.3 Applying editing and formatting techniques</p> <p>3.4 Applying proof reading techniques</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Information	May include but not limited to: 1.1 Property 1.2 Organizational 1.3 Technical reference
2. Technical information	May include but not limited to: 2.1 paper based 2.2 electronic
3. Software	May include but not limited to: 3.1 spreadsheets 3.2 databases 3.3 word processing 3.4 presentation
4. Sources	May include but not limited to: 4.1 other IT systems 4.2 manually created 4.3 within own organization 4.4 outside own organization 4.5 geographically remote
5. Customers	May include but not limited to: 5.1 colleagues 5.2 company and project management 5.3 clients
6. Security measures	May include but not limited to: 6.1 access rights to input; 6.2 passwords; 6.3 access rights to outputs; 6.4 data consistency and back-up; 6.5 recovery plans

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Used technical information systems and information technology 1.2 Applied information technology (IT) systems 1.3 Edited, formatted and checked information
2. Resource Implications	The following resources should be provided: 2.1 Computers 2.2 Software and IT system
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 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 : EVALUATE OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES

UNIT CODE : 400311325

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to interpret Occupational Safety and Health practices, set OSH work targets, and evaluate effectiveness of Occupational Safety and Health work instructions.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Interpret Occupational Safety and Health practices	1.1 OSH work practices issues are identified relevant to work requirements. 1.2 OSH work standards and procedures are determined based on applicability to nature of work. 1.3 Gaps in work practices are identified related to relevant OSH work standards.	1.1 OSH work practices issues 1.2 OSH work standards 1.3 General OSH principles and legislations 1.4 Company/ workplace policies/ guidelines 1.5 Standards and safety requirements of work process and procedures	1.1 Communication skills 1.2 Interpersonal skills 1.3 Critical thinking skills 1.4 Observation skills
2. Set OSH work targets	2.1 Relevant work information are gathered necessary to determine OSH work targets. 2.2 OSH Indicators based on gathered information are agreed upon to measure effectiveness of workplace OSH policies and procedures. 2.3 Agreed OSH indicators are endorsed for approval from appropriate personnel.	2.1 OSH work targets 2.2 OSH Indicators 2.3 OSH work instructions 2.4 Safety and health requirements of tasks 2.5 Workplace guidelines on providing feedback on OSH and security concerns 2.6 OSH regulations Hazard control procedures 2.7 OSH trainings relevant to work	2.1 Communication skills 2.2 Collaborating skills 2.3 Critical thinking skills 2.4 Observation skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.4 OSH work instructions are received in accordance with workplace policies and procedures*		
3. Evaluate effectiveness of Occupational Safety and Health work instructions	3.1 OSH Practices are observed based on workplace standards. 3.2 Observed OSH practices are measured against approved OSH metrics . 3.3 Findings regarding effectiveness are assessed and gaps identified are implemented based on OSH work standards.	3.1 OSH Practices 3.2 OSH metrics 3.3 OSH Evaluation Techniques 3.4 OSH work standards	3.1 Critical thinking skills 3.2 Evaluating skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Work Practices Issues	May include but not limited to: 1.1 Workers' experience/observance on presence of work hazards 1.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no break-time, constant overtime, scheduling of tasks) 1.3 Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/ guidelines
2. OSH Indicators	May include but not limited to: 2.1 Increased of incidents of accidents, injuries 2.2 Increased occurrence of sickness or health complaints/symptoms 2.3 Common complaints of workers' related to OSH 2.4 High absenteeism for work-related reasons
3. OSH Work Instructions	May include but not limited to: 3.1 Preventive and control measures, and targets 3.2 Eliminate the hazard (i.e., get rid of the dangerous machine 3.3 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 3.4 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 3.5 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule) 3.6 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 3.7 Use personal protective equipment 3.8 Safety, Health and Work Environment Evaluation 3.9 Periodic and/or special medical examinations of workers
4. OSH metrics	May include but not limited to: 4.1 Statistics on incidence of accident and injuries 4.2 Morbidity (Type and Number of Sickness) 4.3 Mortality (Cause and Number of Deaths) 4.4 Accident Rate

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Identify OSH work practices issues relevant to work requirements</p> <p>1.2 Identify gaps in work practices related to relevant OSH work standards</p> <p>1.3 Agree upon OSH Indicators based on gathered information to measure effectiveness of workplace OSH policies and procedures</p> <p>1.4 Receive OSH work instructions in accordance with workplace policies and procedures</p> <p>1.5 Compare Observed OSH practices with against approved OSH work instructions</p> <p>1.6 Assess findings regarding effectiveness based on OSH work standards</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Facilities, materials tools and equipment necessary for the activity</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Observation/Demonstration with oral questioning</p> <p>3.2 Third party report</p> <p>3.3 Written exam</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in the work place or in a simulated work place setting</p>

UNIT OF COMPETENCY : EVALUATE ENVIRONMENTAL WORK PRACTICES

UNIT CODE : 400311326

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude to interpret environmental Issues, establish targets to evaluate environmental practices and evaluate effectiveness of environmental practices.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Interpret environmental practices, policies and procedures	1.1 Environmental work practices issues are identified relevant to work requirements. 1.2 Environmental standards and procedures nature of work are determined based on Applicability to nature of work. 1.3 Gaps in work practices related to Environmental Standards and Procedures are identified.	1.1 Environmental issues 1.2 Environmental work procedures 1.3 Environmental laws 1.4 Environmental hazardous and non-hazardous materials 1.5 Environmental required license, registration or certification	1.1 Analyzing environmental issues and concerns 1.2 Critical thinking 1.3 Problem solving 1.4 Observing
2. Establish targets to evaluate environmental practices	2.1 Relevant information are gathered necessary to determine environmental work targets. 2.2 Environmental Indicators based on gathered information are used to measure environmental work targets. 2.3 Indicators are verified with appropriate personnel.	2.1 Environmental Indicators 2.2 Relevant Environment Personnel or expert 2.3 Relevant Environmental Trainings and Seminars	2.1 Investigative Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observing
3. Evaluate effectiveness of	3.1 Work environmental practices are	3.1 Environmental Practices	3.1 Documenting record-keeping

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
environmental practices	<p>recorded based on workplace standards.</p> <p>3.2 Recorded work environmental practices are compared against planned indicators.</p> <p>3.3 Findings regarding effectiveness are assessed and gaps identified are implemented based on environment work standards and procedures.</p> <p>3.4 Results of environmental assessment are conveyed to appropriate personnel.</p>	3.2 Environmental Standards and Procedures	<p>3.2 Critical thinking</p> <p>3.3 Problem Solving</p> <p>3.4 Observing</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental work practices issues	May include but not limited to: 1.1 Water Quality 1.2 National and Local Government Issues 1.3 Safety 1.4 Endangered Species 1.5 Noise 1.6 Air Quality 1.7 Historic 1.8 Waste 1.9 Cultural
2. Environmental Indicators	May include but not limited to: 2.1 Noise level 2.2 Lighting (Lumens) 2.2 Air Quality - Toxicity 2.3 Thermal Comfort 2.4 Vibration 2.6 Radiation 2.7 Quantity of the Resources 2.8 Volume

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified environmental issues relevant to work requirements 1.2 Identified gaps in work practices related to Environmental Standards and Procedures 1.3 Gathered relevant information necessary to determine environmental work targets 1.4 Set environmental indicators based on gathered information to measure environmental work targets 1.5 Recorded work environmental practices are recorded based on workplace standards 1.6 Conveyed results of environmental assessment to appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace/Assessment location 2.2 Legislation, policies, procedures, protocols and local ordinances relating to environmental protection 2.3 Case studies/scenarios relating to environmental protection
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written/ Oral Examination 3.2 Interview/Third Party Reports 3.3 Portfolio (citations/awards from GOs and NGOs, certificate of training – local and abroad) 3.4 Simulations and role-plays
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in actual workplace or at the designated TESDA center.</p>

UNIT OF COMPETENCY : FACILITATE ENTREPRENEURIAL SKILLS FOR MICRO-SMALL-MEDIUM ENTERPRISES (MSMEs)

UNIT CODE : 400311327

UNIT DESCRIPTOR : This unit covers the outcomes required to build, operate and grow a micro/small-scale enterprise.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Develop and maintain micro-small-medium enterprise (MSMEs) skills in the organization	1.1 Appropriate business strategies are determined and set for the enterprise based on current and emerging business environment. 1.2 Business operations are monitored and controlled following established procedures. 1.3 Quality assurance measures are implemented consistently. 1.4 Good relations are maintained with staff/workers. 1.5 Policies and procedures on occupational safety and health and environmental concerns are constantly observed.	1.1 Business models and strategies 1.2 Types and categories of businesses 1.3 Business operation 1.4 Basic Bookkeeping 1.5 Business internal controls 1.6 Basic quality control and assurance concepts 1.7 Government and regulatory processes	1.1 Basic bookkeeping/ accounting skills 1.2 Communication skills 1.3 Building relations with customer and employees 1.4 Building competitive advantage of the enterprise
2. Establish and maintain client-base/market	2.1 Good customer relations are maintained. 2.2 New customers and markets are identified, explored and reached out to. 2.3 Promotions/ Incentives are	2.1 Public relations concepts 2.2 Basic product promotion strategies 2.3 Basic market and feasibility studies 2.4 Basic business ethics	2.1 Building customer relations 2.2 Individual marketing skills 2.3 Using basic advertising (posters/ tarpaulins, flyers,

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>offered to loyal customers.</p> <p>2.4 Additional products and services are evaluated and tried where feasible.</p> <p>2.5 Promotional/ advertising initiatives are carried out where necessary and feasible.</p>		social media, etc.)
3. Apply budgeting and financial management skills	<p>3.1 Enterprise is built up and sustained through judicious control of cash flows.</p> <p>3.2 Profitability of enterprise is ensured through appropriate internal controls.</p> <p>3.3 Unnecessary or lower- priority expenses and purchases are avoided.</p>	<p>3.1 Cash flow</p> <p>3.2 Management</p> <p>3.3 Basic financial management</p> <p>3.4 Basic financial accounting</p> <p>3.5 Business internal controls</p>	<p>3.1 Setting business priorities and strategies</p> <p>3.2 Interpreting basic financial statements</p> <p>3.3 Preparing business plans</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Business strategies	May include but not limited to: 1.1 Developing/Maintaining niche market 1.2 Use of organic/healthy ingredients 1.3 Environment-friendly and sustainable practices 1.4 Offering both affordable and high-quality products and services 1.5 Promotion and marketing strategies (e. g., on-line marketing)
2. Business operations	May include but not limited to: 2.1 Purchasing 2.2 Accounting/Administrative work 2.3 Production/Operations/Sales
3. Internal controls	May include but not limited to: 3.1 Accounting systems 3.2 Financial statements/reports 3.3 Cash management
4. Promotional/Advertising initiatives	May include but not limited to: 4.1 Use of tarpaulins, brochures, and/or flyers 4.2 Sales, discounts and easy payment terms 4.3 Use of social media/Internet 4.4 Service with a smile” 4.5 Extra attention to regular customers

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated basic entrepreneurial skills 1.2 Demonstrated ability to conceptualize and plan a micro/small enterprise 1.3 Demonstrated ability to manage/operate a micro/small-scale business
2. Resource Implications	The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Written examination 3.2 Demonstration/observation with oral questioning 3.3 Portfolio assessment with interview 3.4 Case problems
4. Context for Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : **APPLY WORKPLACE PROCEDURES IN WAREHOUSING OPERATIONS**

UNIT CODE : **LOG493201**

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to apply workplace procedures in warehousing operations. It includes identifying critical aspects of warehousing operations, performing workload, and applying ethical practices.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify critical aspects of the warehousing operations	1.1 The layout of the workplace, the flow of materials and goods/stocks (where relevant) and the workplace procedures in each work area are identified. 1.2 Organizational structure and working relationship is identified. 1.3 Individual responsibilities under employment contracts are adhered to. 1.4 Workplace hazards are identified and eliminated. 1.5 Appropriate personal protective equipment (PPE) are identified and used in accordance with safety regulations and workplace requirements. 1.6 Workplace emergency procedures are identified and followed in real and	1.1 Site or workplace layout 1.2 Workplace procedures and standards 1.3 OS&H and environmental protection responsibilities 1.4 Company rules and regulations 1.5 Organizational and workplace structure 1.6 Roles and responsibilities of individuals in the workplace 1.7 Workplace hazards handling procedures 1.8 Personal protective equipment and instructions of its use 1.9 Emergency procedures	1.1 Completing workplace orientation and induction procedures 1.2 Comprehending workplace information, and procedures 1.3 Following operational instructions 1.4 Working collaboratively with others 1.5 Applying precautionary measures to eliminate workplace hazards 1.6 Identifying and using appropriate personal protective equipment 1.7 Working safely to avoid inflicting injury to self and others, or damage to goods or property and equipment

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	simulated emergency situation.		
2. Perform assigned workload	2.1 Priorities, schedules and deadlines are agreed with stakeholders. 2.2 Work activities are planned and work progress is communicated. 2.3 Work is completed in accordance with workplace procedures and standards. 2.4 Work improvement is discussed with appropriate personnel prior to implementation.	2.1 System of establishing priorities and deadlines 2.2 Work plan and method of monitoring work progress 2.3 Workplace metrics 2.4 Innovation techniques	2.1 Establishing priorities and deadlines 2.2 Work planning 2.3 Monitoring work progress 2.4 Completing work within the acceptable standards 2.5 Brainstorming
3. Apply ethical practices	3.1 Relevant regulations and legislation are identified and complied. 3.2 Code of ethics is observed. 3.3 Deadlines and commitments are met. 3.4 Required confidentiality is maintained. 3.5 Workplace security policies are followed.	3.1 Relevant regulations and legislation 3.2 Code of Ethics 3.3 Work ethics 3.4 Commitment Dates 3.5 Timelines 3.6 Contract "confidentiality" clause 3.7 Data privacy act 3.8 Workplace security policies 3.9 Gender 3.10 Sensitivity Policy	3.1 Identifying relevant regulations and legislation 3.2 Applying code of ethics 3.3 Meeting deadlines and commitments 3.4 Maintaining required confidentiality 3.5 Following workplace security policies

RANGE OF VARIABLES

VARIABLE	RANGE
1. Workplace Procedures	May include: 1.1 Company procedures 1.2 Established departmental procedures 1.3 Work Instructions/ Process Flows 1.4 Security and safety procedures
2. Hazards	May include: 2.1 Vehicular traffic and pedestrians 2.2 Uneven ground, steps, roads, and work surfaces 2.3 Dust and vapors 2.4 Hazardous or dangerous materials 2.5 Humidity and extreme temperatures 2.6 Light including UV rays 2.7 Noise 2.8 Working at heights
3. Personal Protective Equipment (PPE)	May include: 3.1 Dust mask 3.2 Hard Hat 3.3 Hairnet/Head Cap 3.4 Safety shoes 3.5 Gloves 3.6 Safety goggles 3.7 Ear muff/ear plug 3.8 Sunscreen 3.9 High visibility clothing 3.10 Thermal jacket/pants 3.11 Harness
4. Appropriate Personnel	May include: 4.1 Managers 4.2 Supervisors/team leaders 4.3 Workplace personnel 4.4 Contractors 4.5 Official representatives 4.6 Union representatives 4.7 Industrial relations 4.8 OS&H specialists 4.9 Other professional or technical staff

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Identified the layout of the workplace, the flow of materials and goods and the workplace procedures in each work area</p> <p>1.2 Identified and followed workplace emergency procedures in real and simulated emergency situation</p> <p>1.3 Planned work activities and prepared work progress report</p> <p>1.4 Completed work in accordance with the workplace procedures and standards</p> <p>1.5 Identified relevant regulations and legislation</p> <p>1.6 Applied appropriate code of ethics</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Workplace location</p> <p>2.2 Materials relevant to the unit of competency</p> <p>2.3 Technical plans, drawings and specifications relevant to the activities</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written Test</p> <p>3.2 Direct Observation and Oral questioning</p> <p>3.3 Interview</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at th designated TESDA accredited Assessment Center.</p>

UNIT OF COMPETENCY : PERFORM INDUSTRY CALCULATIONS IN WAREHOUSING OPERATIONS

UNIT CODE : LOG493202

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to carry out basic routine workplace calculations. It specifically includes carrying out required mathematical operations; preparing basic estimates of mass, size and volume; and interpreting basic graphical representations of data.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Carry out calculations	1.1 Items are counted singly and in batches and sorted numerically, as required in workplace tasks. 1.2 Calculations needed to complete work tasks are performed using the mathematical operations in accordance with workplace procedures. 1.3 Results of calculations are validated.	1.1 Mathematical operations and techniques 1.2 Procedures in using relevant workplace technology in carrying out calculations 1.3 Problem analysis and solving	1.1 Counting of items singly and in batches and storing numerically as required in workplace tasks 1.2 Performing needed calculations in accordance with workplace procedures 1.3 Validating results of calculations
2. Prepare estimates	2.1 Materials and resources that require estimates are identified. 2.2 Estimates on materials and resources are prepared in accordance with workplace requirements. 2.3 Adjustment is made for any discrepancy between the estimates and actual materials and resources.	2.1 Classification of materials and resources 2.2 Materials and resource planning 2.3 Techniques in preparing estimates 2.4 Analysis of deviation versus standards	2.1 Preparing estimates on materials and resources 2.2 Analyzing deviation 2.3 Preparing adjustment for discrepancies

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Interpret graphical representations of data	3.1 Data are collated. 3.2 Data are translated into graphical representations. 3.3 Graphical representations are interpreted in accordance with workplace requirements.	3.1 Data analysis 3.2 Graphical representations 3.3 Methods of interpreting graphs	3.1 Collating data 3.2 Analyzing data 3.3 Interpreting graphs

RANGE OF VARIABLES

VARIABLE	RANGE
1. Calculations	May include: 1.1 Money 1.2 Volume 1.3 Width 1.4 Height 1.5 Weight 1.6 Time 1.7 Dimensions 1.8 Length and distance 1.9 Area 1.10 Perimeter 1.11 Capacity
2. Mathematical Operations	May include: 2.1 Multiplication 2.2 Division 2.3 Addition 2.4 Subtraction 2.5 Fraction 2.6 Percentages 2.7 Ratio and proportion 2.8 Conversion
3. Materials and Resources	May include: 3.1 Raw materials 3.2 Packaging materials 3.3 Finished goods 3.4 Work-in process 3.5 Promo items 3.6 Manpower 3.7 Man hours 3.8 Pallet 3.9 Pallet spaces 3.10 Collaterals

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Performed calculations in accordance with workplace procedures</p> <p>1.2 Made accurate estimates to complete assigned work activities</p> <p>1.3 Recognized, interpreted and acted upon graphical information</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Workplace location</p> <p>2.2 Materials relevant to the unit of competency</p> <p>2.3 Technical plans, drawings and specifications relevant to the activities</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written Test</p> <p>3.2 Direct observation and oral questioning</p> <p>3.3 Demonstration with questioning</p>
4. Context for Assessment	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.</p>

UNIT OF COMPETENCY : ENSURE SECURITY OF STOCKS AND CARGO

UNIT CODE : LOG493203

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to comply with the security procedures in the transport and logistics industry. It includes maintaining the security of stocks and cargo, identifying security threats and responding to a security threat.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Maintain security of stocks and cargo	1.1 Stocks and cargo are secured in accordance with workplace procedures. 1.2 Security measures on stocks and cargo are maintained in accordance with workplace procedures. 1.3 Signs of pilferage, theft and interference are reported in accordance with workplace procedures. 1.4 Suspicious stocks and cargo are reported promptly to appropriate personnel. 1.5 Any breach of security is reported promptly to appropriate personnel.	1.1 Applicable transport security legislation both local and international 1.1 Workplace procedures 1.1 Security threats and incidents	1.1 Understanding security regulations both local and international 1.1 Observing security signs and procedures 1.1 Reporting security related incidents
2. Identify a security threat	2.1 Information on security threats is disseminated. 2.2 Simulation of security threat is conducted.	2.1 Applicable transport security legislation both local and international 2.2 Workplace procedures	2.1 Identifying applicable transport security legislation both local and international

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Actual security threat is identified. 2.4 Security threat is assessed.	2.3 Security threats and incidents	2.2 Reporting problems that arise when following security procedures 2.3 Recognizing signs of pillage, theft and interference with stocks and goods 2.4 Recognizing signs of security threats and situations
3. Respond to a security threat	3.1 Response to an identified security threat is in accordance with workplace procedures. 3.2 Security threats are handled within limits of responsibility using available communications systems in the workplace. 3.3 Documentation of security threat is prepared.	3.1 Common security problems that may occur when carrying out operations in the workplace and action that can be taken to address and resolve the problems 3.2 Relevant documentation and reporting requirements	3.1 Completing required documentation and reports related to security procedures 3.2 Working collaboratively with others when following security procedures 3.3 Modifying activities depending on differing workplace contexts risk situations and environments 3.4 Applying security programs and procedures in response to identified security threats 3.5 Promptly reporting and/or rectifying any identified problems that may arise when following

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			security procedures in accordance with regulatory requirements and workplace procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Security Measures	May include: <ul style="list-style-type: none"> 1.1 Security guards at access points and gates to secured areas 1.2 Locked doors, gates and fences 1.3 Use of personal electronic access cards 1.4 Recording of carrier and vehicle registration details at gates and checkpoints 1.5 Bag check points 1.6 Escorts for visitors in restricted areas 1.7 Access control in and out of restricted security areas 1.8 Use of ID cards 1.9 Video surveillance equipment 1.10 X-ray screening of baggage, cargo and goods 1.11 Explosives trace detection (ETD) screening of passengers, baggage, cargo and goods 1.12 Screening of passengers using hand-held and walk through magnetometers
2. Security Threats	May include: <ul style="list-style-type: none"> 2.1 Explosive devices 2.2 Terrorist attack 2.3 Piracy 2.4 Robbery 2.5 Hostage 2.6 Cyber attack 2.7 Pillaging
3. Communications Systems	May include: <ul style="list-style-type: none"> 3.1 Phone 3.2 Radio 3.3 Email 3.4 Internet 3.5 SMS

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Secured goods and stocks in accordance with workplace security procedures and applicable security regulations 1.2 Checked and maintained seals, tamper proof packaging, locks and other security measures on goods or cargo in accordance with workplace security procedures 1.3 Identified and assessed security threat or situation in accordance with the workplace security program and procedures 1.4 Responded to an identified security threat or situation in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan 1.5 Handled appropriately any security threats or incidents in accordance with established response plan and within limits of responsibility
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location 2.2 Materials relevant to the unit of competency 2.3 Technical plans, drawings and specifications relevant to the activities
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written Test 3.2 Direct observation and oral questioning 3.3 Demonstration with questioning 3.4 Interview
<p>4. Context for Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.</p>

UNIT OF COMPETENCY : PROVIDE EFFICIENT CUSTOMER SERVICE

UNIT CODE : LOG493204

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to provide efficient customer service. It includes defining customer service requirements, rendering customer service, and monitoring customer satisfaction.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Define customer service requirements	1.1 Products and services are understood. 1.2 Customers are identified. 1.3 Customer service requirements are determined.	1.1 Products and Services 1.2 Type of 1.3 Customers 1.4 Customer service requirements	1.1 Knowing products and services 1.2 Communicating Skills 1.3 Applying interpersonal skills
2. Render customer service	2.1 Workplace standards on customer service are disseminated. 2.2 Customer inquiries and complaints are dealt with in accordance with workplace procedures. 2.3 Customer service is delivered efficiently.	2.1 Customer service 2.2 Workplace procedures 2.3 Techniques in handling customer inquiries and complaints 2.4 Phone etiquette	2.1 Handling customer inquiries and complaints 2.2 Communicating 2.3 Problem solving 2.4 Rendering customer service
3.1 Monitor customer satisfaction	3.1 Customer feedback mechanism is in place. 3.2 Customer satisfaction is monitored. 3.3 Reports are analyzed for customer service improvement.	3.1 Customer Feedback Mechanism 3.2 Customer feedback reports 3.3 Data analysis	3.1 Soliciting Feedback 3.2 Analyzing data 3.3 Documenting Skills 3.4 Monitoring customer satisfaction 3.5 Negotiating Skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Customers	May include: 1.1 Internal 1.1 External
2. Customer Service Requirements	May include: 2.1 Transport mode 2.2 Packaging configuration 2.3 Delivery instructions
3. Workplace Standards on Customer Service	May include: 3.1 Prompt delivery 3.2 Correct delivery 3.3 Zero damage 3.4 Zero complaint

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Determined customer service requirements 1.2 Rendered customer service 1.3 Monitored customer satisfaction 1.4 Prepared reports on customer satisfaction
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Materials relevant to the unit of competency 2.3 Technical plans, drawings and specifications relevant to the activities
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written Test 3.2 Direct observation and oral questioning 3.3 Demonstration with questioning 3.4 Interview
4. Context for Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.

UNIT OF COMPETENCY : CONTRIBUTE TO QUALITY SYSTEMS

UNIT CODE : LOG493205

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to contribute to quality systems within the workplace. It includes applying quality concepts to work, evaluating proposed work process improvements and implementing work process improvements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply quality concepts	1.1 Workplace quality concepts are identified. 1.2 Responsibility for quality of work is assumed. 1.3 Quality concepts are applied at work.	1.1 Quality concepts 1.2 Workplace procedures 1.3 Job roles and responsibilities	1.1 Communicating skills 1.2 Documenting skills 1.3 Applying basic quality concepts at work 1.4 Comprehending information and work instructions 1.5 Working collaboratively with others
2. Evaluate proposed work process improvements	2.1 Proposed work process improvements are drafted. 2.2 Proposed process improvements are shortlisted. 2.3 Probable work process improvements are evaluated.	2.1 Work process improvement concepts 2.2 Methods of evaluating work process improvements	2.1 Analyzing skills 2.2 Evaluating work process improvements
3. Implement work process improvements	3.1 Feasible work process improvements are selected. 3.2 Work process improvement is implemented. 3.3 Work process improvements are monitored.	3.1 Methods of implementing work process improvements 3.2 Work process improvement metrics	3.1 Selecting feasible work process improvement 3.2 Monitoring work process improvement

RANGE OF VARIABLES

VARIABLE	RANGE
1. Quality Concepts	May include: 1.1 Stocks rotation policy 1.2 Guidelines on stocks identification 1.3 Policy on stocks segregation 1.4 Guidelines on handling hazardous materials
2. Work Process Improvements	May include: 2.1 Process simplification 2.2 Cost reduction 2.3 Computerization 2.4 Accounting of documents 2.5 Technology advancement

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Applied workplace quality concepts 1.2 Evaluated proposed work process improvements 1.3 Implemented work process improvements
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Materials relevant to the unit of competency 2.3 Technical plans, drawings and specifications relevant to the activities
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written Test 3.2 Direct observation and oral questioning
4. Context for Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.

UNIT OF COMPETENCY : COMPLY WITH WORKPLACE PROCEDURES IN HANDLING STOCKS

UNIT CODE : LOG493206

UNIT DESCRIPTOR : This unit involves the skills and knowledge required to comply with workplace procedures in handling stocks. It includes categorizing stocks, identifying storage locations and handling stocks.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Categorize stocks	1.1 Warehouse personnel is required to attend product orientation. 1.2 Stocks are grouped according to classification. 1.3 Stock movements are considered in stocks classification .	1.1 Stocks Classification 1.2 Sources of product information 1.3 Organizational Chart 1.4 Product codes 1.5 Barcode structure 1.6 Shelf life 1.7 Batch number 1.8 Quality status 1.9 Inventory reports	1.1 Identifying stocks 1.2 Classifying stocks 1.3 Interpreting codes
2. Identify storage locations	2.1 Stocks storage requirements are identified. 2.2 Stocks storage locations are assigned based on product storage requirements, volume, movements, and available space. 2.3 Stock locator chart is designed for efficient stock movements.	2.1 Warehouse layout 2.2 Stock locator chart 2.3 Stocks storage Requirements 2.4 Inventory reports 2.5 Stock movement reports 2.6 Stacking height 2.7 Palletizing scheme	2.1 Determining storage locations 2.2 Interpreting barcodes
3. Follow stocks handling procedures	3.1 Orientation on stock handling procedures is undertaken. 3.2 Stock handling procedures are observed. 3.3 Stock handling procedures are	3.1 Stocks handling procedures 3.2 Workplace procedures 3.3 Deviations from procedures	3.1 Handling stocks 3.2 Reporting skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	updated as necessary.		

RANGE OF VARIABLES

VARIABLE	RANGE
1. Stocks Classification	May include: 1.1 Flammable 1.2 Hazardous 1.3 Perishable 1.4 Temperature controlled 1.5 Premium items
2. Stocks Storage Locations	May include: 2.1 Raw and Packaging Materials 2.2 Work-in-process 2.3 Finished Products 2.4 Damaged stocks/Returned stocks 2.5 Loose items
3. Stocks Handling Procedure	May include: 3.1 Stock rotation procedures 3.2 Flammable stocks 3.3 Hazardous stocks 3.4 Damaged/returned stocks 3.5 Promo bundling

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Categorized stocks according to stocks classification 1.2 Identified storage locations according to product storage requirements, volume, movements, and available space 1.3 Followed stocks handling procedures
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Materials relevant to the unit of competency 2.3 Technical plans, drawings and specifications relevant to the activities
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written Test 3.2 Direct observation and oral questioning 3.3 Demonstration with questioning 3.4 Interview
4. Context for Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.

UNIT OF COMPETENCY : MAINTAIN WAREHOUSE RECORDS

UNIT CODE : LOG493207

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes and values needed to maintain warehouse records. This includes data recording, document control and preparing reports.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Record warehouse data	1.1 Sources of data are collected. 1.2 Warehouse data are classified. 1.3 Data are recorded either manually or electronically. 1.4 Proof-reading is done to ensure data accuracy.	1.1 Types and uses of warehouse documents 1.2 Ways of recording data 1.3 Computer operation	1.1 Collecting data 1.2 Encoding data 1.3 Recording data 1.4 Proof-reading
2. Control document	2.1 Records are maintained based on workplace procedures. 2.2 Access to documents is limited to authorized personnel. 2.3 Records are disposed based on workplace procedures.	2.1 Warehouse documents 2.2 Document control procedures 2.3 Document disposal procedures 2.4 Organizational chart	2.1 Controlling documents 2.2 Organizing skills 2.3 Record-keeping
3. Prepare reports	3.1 Relevant warehouse reports are identified. 3.2 Warehouse reports are prepared based on workplace procedures. 3.3 Reports are distributed to stakeholders.	3.1 Warehouse reports 3.2 Workplace procedures 3.3 procedures	3.1 Preparing reports

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of Data	May include: 1.1 Supplier delivery receipts 1.2 Production transfer reports 1.3 Damage reports 1.4 Stock return reports 1.5 Customer delivery receipts 1.6 Shipment reports 1.7 Pilferage reports
2. Warehouse Data	May include: 2.1 Customer deliveries 2.2 Production transfers 2.3 Returns 2.4 Supplier deliveries 2.5 Damages
3. Warehouse Reports	May include: 3.1 Productivity reports 3.2 On-time delivery 3.3 Line item fill rate reports 3.4 Inventory movement reports 3.5 Customer feedback reports

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Recorded warehouse data accurately 1.2 Controlled document effectively 1.3 Prepared timely warehouse reports
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Materials relevant to the unit of competency 2.3 Technical plans, drawings and specifications relevant to the activities
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written Test 3.2 Direct observation and oral questioning
4. Context for Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.

CORE COMPETENCIES

UNIT OF COMPETENCY : CONDUCT DEMANDS ANALYSIS

UNIT CODE : CS-LOG432333

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to conduct demands analysis. It includes identifying procurement demand, interpreting planning documents and establishing demand data.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify purchaser/ procurement demands	1.1 <i>Procurement needs</i> are analyzed based on <i>organizational requirements</i> and <i>operational plans</i> . 1.2 <i>Inventory records</i> are reviewed in accordance with inventory management systems. 1.3 Consumption patterns are analyzed using historical usage data and replenishment trends. 1.4 Internal requisitions are validated against current demand forecasts and <i>approved budgets</i> .	SCIENCE 1.1 Basic principles of materials classification 1.2 Understanding of consumption patterns TECHNOLOGY 1.3 Use of Inventory Management Systems 1.4 Digital tools for historical usage tracking and demand analysis 1.5 Application of procurement planning software or spreadsheets ENVIRONMENT 1.6 Considerations of sustainable procurement 1.7 Environmental impact of overstocking or underutilization MATHEMATICS 1.8 Data interpretation using historical usage reports COMMUNICATION	1.1 Conducting demand analysis 1.2 Analyzing market trends 1.3 Communicating with stakeholders

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.9 Clear documentation and interpretation of internal requisitions 1.10 Reporting procurement needs to decision-makers 1.11 Coordination with departments	
2. Interpret planning documents	2.1 Material requirements are interpreted based on approved Material Requirements Planning (MRP) documents. 2.2 Production and operations schedules are reviewed to align demand with supply timelines. 2.3 Procurement timelines are adjusted based on lead times and consumption rates.	SCIENCE 2.1 Basic principles of supply chain flow (input-process-output) 2.2 Product lifecycle stages affecting procurement demand 2.3 Material characteristics influencing storage and handling TECHNOLOGY 2.4 Use of Material Requirements Planning (MRP) software and systems 2.5 Interpretation of digital production and operations schedules 2.6 Enterprise systems (e.g., ERP) that generate planning documents ENVIRONMENT 2.7 Impact of procurement timing on resource sustainability	2.1 Conducting demand analysis 2.2 Analyzing market trends 2.3 Communicating with stakeholders

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		MATHEMATICS 2.8 Reading and interpreting MRP data	
3. Established Demand Data	3.1 Demand analysis reports are prepared based on validated data and organizational formats. 3.2 Demand information is communicated to relevant units in accordance with reporting protocols. 3.3 <i>Procurement planning inputs</i> are submitted for integration into organizational <i>procurement plans</i> .	SCIENCE 3.1 Data integrity principles TECHNOLOGY 3.2 Use of digital tools for data validation and report generation 3.3 File formats and systems used for procurement reports 3.3 Data transmission tools ENVIRONMENT 3.4 Impact of data-driven procurement on sustainability goals MATHEMATICS 3.5 Quantitative data analysis techniques COMMUNICATION 3.6 Preparation of formal demand analysis reports	3.1 Communicating skills 3.2 Conducting demand analysis 3.3 Analyzing market trends 3.3 Communicating with stakeholders

RANGE OF VARIABLES

VARIABLE	RANGE
1. Procurement Needs	Procurement needs may include: 1.1 Raw Materials 1.2 Production supplies and consumables 1.3 Equipment and machinery 1.4 Spare parts 1.5 Packaging materials 1.6 Services
2. Organizational requirements	Organizational requirements may include: 2.1 Budget constraints 2.2 Quality standards 2.3 Timelines 2.4 Quantity specifications 2.5 Compliance policies.
3. Operational plans	Operational plan may include: 3.1 Production schedules 3.2 Activity-based work plans 3.3 Inventory forecasts 3.4 Project implementation plans.
4. Inventory records	Inventory records may include: 4.1 Stock cards 4.2 Bin cards 4.3 Physical inventory checklists 4.4 Inventory ledgers 4.5 Electronic warehouse logs 4.6 ERP/WMS data.
5. Risk Management Factors	Approved budgets May include: 5.1 Department allocation 5.2 Capital vs. operational expenses 5.3 Adjusted budgets 5.4 Project-specific funding
6. Lead times	Lead times may include: 6.1 Supplier production time 6.2 Transport/delivery time 6.3 Customs clearance time 6.4 Internal processing.
7. Procurement planning inputs	Procurement planning inputs may include: 7.1 Quantity estimates 7.2 Timing needs 7.3 Supplier suggestions 7.4 Item specifications 7.5 Budget implications.
8. Procurement plans	Procurement plans may include: 8.1 Consolidated annual procurement plan (APP) 8.2 Department-level procurement schedules 8.3 Project-based purchasing plans

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified procurement demands <ul style="list-style-type: none"> 1.1.1 Analyzed procurement needs 1.1.2 Reviewed the inventory records 1.1.3 Analyzed consumption patterns 1.1.4 Validated Internal requisitions 2.1 Interpreted planning documents <ul style="list-style-type: none"> 2.1.1 Material requirements are interpreted 2.1.2 Reviewed production and operations schedules 2.1.3 Adjusted procurement timelines 3.1 Established demand data <ul style="list-style-type: none"> 3.1.1 Prepared demand analysis reports 3.1.2 Communicated demand information 3.1.3 Submitted procurement planning inputs
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Market data access 2.2 Analytical tools 2.3 Stakeholder support
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration and simulation 3.2 Case Study 3.2 Oral and written questioning 3.3 Portfolio of evidence
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in actual workplace or at the designated TESDA accredited assessment center.</p>

UNIT OF COMPETENCY : DEVELOP PROCUREMENT PLAN

UNIT CODE : CS-LOG432334

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to develop procurement plan includes analyzed procurement data, formulate procurement plan, and finalized procurement plan.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Analyze procurement data	1.1 Information required for the procurement plan is prepared based on organizational needs . 1.2 Commodity categories are identified using applicable classification standards. 1.3 Existing stocks of materials are collected based on inventory records. 1.4 Procurement schedule is compiled based on supply-demand alignment . 1.5 Content of the procurement project is determined in accordance with organizational objectives. 1.6 Recommendations on appropriate procurement methods are made based on item classification and contextual factors. 1.7 Procurement objectives are aligned with organizational goals	SCIENCE 1.1 Factors affecting procurement plan 1.2 Commodity and raw material classification standards TECHNOLOGY 1.2 Material classification systems and item categories ENVIRONMENT 1.3 Factors affecting procurement planning decisions MATHEMATICS 1.4 Classification of procurement items COMMUNICATION 1.5 Sourcing methods and market analysis tools	1.1 Planning procurement activities 1.2 Developing schedules 1.3 Identifying sourcing strategies

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	and operational strategies. 1.8 Sourcing strategies are identified using market analysis.		
2. Formulate procurement plan	<p>2.1 Procurement priorities and targets are defined based on analyzed data and organizational objectives.</p> <p>2.2 Procurement activities are scheduled in accordance with forecasted demand and resource availability.</p> <p>2.3 Procurement methods are selected and justified based on cost, timelines, and item characteristics.</p> <p>2.4 Procurement plan is documented using standard organizational templates or formats.</p> <p>2.5 Draft procurement plan is reviewed and endorsed by relevant stakeholders prior to implementation.</p>	<p>SCIENCE</p> <p>2.1 Impact of procurement timing on material handling and shelf life</p> <p>TECHNOLOGY</p> <p>2.2 Impact of procurement timing on material handling and shelf life</p> <p>ENVIRONMENT</p> <p>2.3 Sustainable procurement planning (e.g., green sourcing, waste minimization)</p> <p>MATHEMATICS</p> <p>2.4 Budget allocation and timeline analysis for procurement phases</p> <p>COMMUNICATION</p> <p>2.5 Plan presentation and communication protocols with stakeholders</p>	<p>2.1 Identifying procurement priorities and targets</p> <p>2.2 Scheduling procurement activities</p> <p>2.3 Selecting appropriate procurement methods</p> <p>2.4 Drafting procurement plans using standard formats</p> <p>2.5 Reviewing procurement plans for compliance and alignment</p>
3. Finalize procurement plan	3.1 Procurement plan is reviewed to ensure alignment with organizational goals, compliance standards, and operational capacity.	<p>SCIENCE</p> <p>3.1 Final procurement plan is endorsed and approved in accordance with organizational protocols.</p>	<p>3.1 Coordinating plan validation with stakeholders and decision-makers</p> <p>3.2 Endorsing procurement plans for</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>3.2 Risks and contingencies are identified and addressed within the procurement plan.</p> <p>3.3 Final procurement plan is endorsed and approved in accordance with organizational protocols.</p>	<p>TECHNOLOGY</p> <p>3.2 Procurement approval workflows in digital systems (e.g., ERP, procurement platforms)</p> <p>ENVIRONMENT</p> <p>3.3 Environmental risk factors in procurement (e.g., hazardous material handling, packaging waste)</p> <p>MATHEMATICS</p> <p>3.4 Risk-cost trade-off analysis and adjustments to budget allocations</p> <p>COMMUNICATION</p> <p>3.5 Coordination techniques for gathering feedback and facilitating approval</p>	<p>approval through organizational procedures</p> <p>3.3 Ensuring compliance with procurement regulations and organizational protocols</p> <p>3.4 Communicating effectively to facilitate endorsement and feedback sessions</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Organizational needs	Organizational needs may include: 1.1 production targets 1.2 Project timelines 1.3 Operational requirements 1.4 Approved budgets 1.5 Regulatory compliance 1.6 Quality standards.
2. Commodity categories	Commodity categories may include: 2.1 Raw materials 2.2 Semi-finished goods 2.3 Finished products 2.4 Consumables 2.5 Spare parts
3. Supply-demand alignment	Supply-demand alignment May include: 3.1 Material requirement planning (MRP) data 3.2 Production schedules 3.3 Consumption patterns 3.4 Safety stock levels 3.5 Reorder points.
4. Procurement Methods	Procurement Methods may include: 4.1 Competitive bidding 4.2 Repeat orders 4.3 Negotiated procurement

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Analyzed procurement data <ul style="list-style-type: none"> 1.1.1 Prepared procurements information 1.1.2 Identified commodity categories 1.1.3 Collected existing stocks of materials 1.1.4 Complied with procurement schedule 1.1.5 Determined content of the procurement project 1.1.6 Recommendations on appropriate procurement methods were made. 1.1.7 Aligned procurement objectives 1.1.8 Identified sourcing strategies 1.1.1 1.2 Formulate procurement plan <ul style="list-style-type: none"> 1.2.1 Defined procurement priorities 1.2.2 Scheduled procurement activities 1.2.3 Selected procurement methods 1.2.4 Documented procurement plan 1.2.5 Reviewed draft procurement plan 1.3 Reviewed procurement plan <ul style="list-style-type: none"> 1.3.1 Reviewed procurement plan 1.3.2 Identified risks and contingencies 1.3.3 Approved final procurement plan
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Planning tools 2.2 Procurement templates 2.3 Scheduling software
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration and simulation 3.2 Case Study 3.3 Oral and written questioning 3.4 Portfolio of evidence
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in actual workplace or at the designated TESDA accredited assessment center.</p>

UNIT OF COMPETENCY : IMPLEMENT PROCUREMENT ACTIVITIES

UNIT CODE : CS-LOG432335

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to implement procurement activities. It includes determine procurement objectives, monitor procurement performance and execute procurement processes.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Determine procurement objectives	1.1 Procurement implementation is prepared based on organizational requirements 1.2 Procurement negotiations are conducted in accordance with procurement objectives 1.3 Procurement contracts are administered based on agreed procurement policies. 1.4 Suppliers are evaluated and managed according to performance standards contractual obligations. 1.5 Procurement objectives are aligned with organizational goals. 1.6 Procurement schedule is developed within resource constraints. 1.7 Sourcing strategies are identified based on market analysis	1.1 Bidding and tendering process 1.2 Compilation of bidding documents 1.3 Supplier prequalification and evaluation methods 1.4 Procurement negotiation techniques 1.5 Procurement contract terms and structure 1.6 Order and payment documentation 1.7 Quality inspection and handling delivery discrepancies 1.8 Supplier performance evaluation systems 1.9 Supplier management processes and standards	1.1 Writing bidding terms and documents 1.2 Preparing and managing procurement announcements 1.3 Conducting supplier evaluations 1.4 Negotiating procurement terms 1.5 Managing orders and verifying documents 1.6 Performing payment and logistics confirmations 1.7 Reviewing supplier credentials 1.8 Maintaining supplier records 1.9 Analyzing supplier performance

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Monitor procurement performance	<p>2.1 Supplier performance is monitored based on quality, delivery, cost, and service standards.</p> <p>2.2 Non-compliance or deviations from procurement agreements are identified and documented.</p> <p>2.3 Corrective actions are implemented in coordination with suppliers and internal teams.</p>	<p>SCIENCE</p> <p>2.1 Quality assurance principles in procurement</p> <p>TECHNOLOGY</p> <p>2.2 Use of supplier performance monitoring systems and scorecards</p> <p>ENVIRONMENT</p> <p>2.3 Sustainable supplier performance indicators</p> <p>MATHEMATICS</p> <p>2.4 Procurement KPI tracking and analysis (e.g., on-time delivery rate, cost savings)</p> <p>COMMUNICATION</p> <p>2.5 Report writing, supplier feedback communication, internal performance briefings</p>	<p>2.1 Monitoring supplier performance</p> <p>2.2 Documenting procurement non-compliance</p> <p>2.3 Implementing corrective actions</p> <p>2.4 Analyzing procurement data</p> <p>2.5 Coordinating with stakeholders for performance improvement</p> <p>2.6 Preparing procurement performance reports</p>
3. Execute Procurement Processes	<p>3.1 Procurement documents are prepared and issued in accordance with procurement methods and organizational policies.</p> <p>3.2 Supplier responses are reviewed based on established criteria.</p> <p>3.3 Purchase orders or contracts are finalized and issued</p>	<p>SCIENCE</p> <p>3.1 Compliance standards and regulatory frameworks impacting procurement</p> <p>TECHNOLOGY</p> <p>3.2 Use of procurement management systems and digital tools for issuing RFQs, POs, and tracking deliveries</p>	<p>3.1 Preparing procurement documentation</p> <p>3.2 Evaluating supplier offers</p> <p>3.3 Issuing purchase orders and contracts</p> <p>3.4 Coordinating delivery and payment activities</p> <p>3.5 Maintaining procurement records</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	following internal approval processes.	<p>ENVIRONMENT 3.3 Environmental criteria in procurement evaluation (e.g., green purchasing, ethical sourcing)</p> <p>MATHEMATICS 3.4 Evaluating supplier bids based on pricing, lead time, and delivery cost comparisons</p> <p>COMMUNICATION 3.5 Professional correspondence with suppliers; preparation of reports and documentation</p>	3.6 Ensuring procurement compliance

RANGE OF VARIABLES

VARIABLE	RANGE
1. Supplier Performance	Supplier Performance may include: 1.1 On time delivery rate 1.2 Defect rate 1.3 Responsiveness to issues 1.4 Compliance with service terms
2. Non-Compliance	Non-Compliance may include: 2.1 Missed delivery 2.2 Incorrect item 2.3 Overpricing 2.4 Poor documentation

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determined procurement objectives <ul style="list-style-type: none"> 1.1.1 Prepared implementation procurement object 1.1.2 Conducted procurement negotiations 1.1.3 Administered procurement contracts 1.1.4 Managed suppliers 1.1.5 Aligned procurement objectives 1.1.6 Developed procurement schedule 1.1.7 Identified sourcing strategies 1.2 Monitored procurement performance <ul style="list-style-type: none"> 1.2.1 Monitored supplier performance 1.2.2 Identified non-compliance or deviations from procurement agreements 1.2.3 Implemented corrective actions 1.3 Executed procurement processes <ul style="list-style-type: none"> 1.3.1 Prepared procurement documents 1.3.2 Reviewed supplier responses 1.3.3 Finalized purchase orders or contracts
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Planning tools 2.2 Procurement templates 2.3 Scheduling software
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration and simulation 3.2 Case Study 3.3 Oral and written questioning 3.4 Portfolio of evidence
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in actual workplace or at the designated TESDA accredited assessment center.</p>

UNIT OF COMPETENCY : MANAGE PROCUREMENT INFORMATION

UNIT CODE : CS-LOG432336

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to manage procurement information. Includes organize commodity information management, purchase order information management, ensure accuracy of procurement information.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Organize commodity information management	1.1 Data is collected from <i>internal</i> and <i>external sources</i> in accordance with <i>procurement requirements</i> . 1.2 Collected data is visualized using <i>appropriate tools</i> for reporting and decision-making.	SCIENCE 1.1 Types and characteristics of commodities 1.2 Market factors affecting commodity availability and demand TECHNOLOGY 1.3 Data visualization tools and applications 1.4 Digital platforms for commodity information management ENVIRONMENT 1.5 Commodities and sourcing considerations MATHEMATICS 1.6 Techniques for data aggregation and trend analysis 1.7 Numerical interpretation of commodity price and volume fluctuations COMMUNICATION	1.1 Analyzing internal and external procurement information 1.2 Visualizing data using appropriate tools

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.8 Formats and techniques for presenting data reports 1.9 procurement-related terminologies for internal/external communication	
2. Purchase order information management	2.1 Order details are processed using computer systems in accordance with organizational protocols. 2.2 Purchase order status is monitored based on real-time tracking system records.	SCIENCE 2.1 Cycle efficiency on supply chain operations TECHNOLOGY 2.2 Procurement management systems 2.3 Data storage ENVIRONMENT 2.4 Practices and digital recordkeeping policies MATHEMATICS 2.5 Order quantities, delivery schedules, and stock level computations 2.6 Data checking COMMUNICATION 2.7 Documentation standards for procurement records 2.8 Digital communication	2.1 Retrieving and validating order data 2.2 Communicating with stakeholders regarding order fulfillment updating procurement records

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Ensure accuracy of procurement information	3.1 Procurement information is updated and verified based on current transactions and supplier records. 3.2 Access to procurement data is controlled in accordance with organizational procedures. 3.3 Procurement databases and backup systems are maintained according to system maintenance standards.	SCIENCE: 3.1 Procurement data integrity and verification principles TECHNOLOGY 3.2 Data security measures (e.g., access levels, password protection) ENVIRONMENT 3.3 Green practices in reducing redundant print documentation 3.4 Archiving and backup systems in procurement platforms MATHEMATICS 3.5 Record reconciliation 3.6 data tracking and audit accuracy COMMUNICATION 3.7 Protocols for documenting updates and reporting discrepancies	3.1 Identifying and disposing of outdated records 3.2 Backing up and recovering procurement data 3.3 Complying with information security protocols

RANGE OF VARIABLES

VARIABLE	RANGE
1. Internal Sources	Internal Sources may include: 1.1 Organizational databases 1.2 Purchase history 1.3 Inventory records 1.4 Internal requisitions 1.5 Past procurement reports
2. External sources	External Sources may include: 2.1 Supplier catalogs 2.2 Market research 2.3 Price lists 2.4 Industry publications 2.5 Benchmarking data
3. Procurement Requirements	Procurement Requirements may include: 3.1 Quantity 3.2 Quality 3.3 Delivery lead time 3.4 Approved budget 3.5 Sourcing method 3.6 Regulatory compliance
4. Appropriate Tools	Appropriate may include: 4.1 Microsoft Excel 4.2 Google Sheets 4.3 Data visualization platforms (e.g., Tableau, Power BI), procurement software (e.g., SAP, Oracle, Zoho Procurement)
5. Backup system	Backup system may include: 5.1 Cloud-based backup 5.2 External drives 5.3 Internal database mirroring 5.4 Automated recovery tools

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Organized commodity information management <ul style="list-style-type: none"> 1.1.1 Collected from internal and external sources 1.1.2 Collected data is visualized using appropriate Tools 1.2 Purchase order information management <ul style="list-style-type: none"> 1.2.1 Order details are processed using computer systems 1.2.2 Monitored purchase order status 1.3 Ensure accuracy of procurement information <ul style="list-style-type: none"> 1.3.1 Verified procurement information 1.3.2 Controlled access to procurement data 1.3.3 Maintained procurement databases
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Planning tools 2.2 Procurement templates 2.3 Scheduling software
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration and simulation 3.2 Case Study 3.3 Oral and written questioning 3.4 Portfolio of evidence
<p>4. Context for Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA accredited Assessment Center.</p>

GLOSSARY OF TERMS

1) ACCEPTANCE REPORT	A formal document confirming that delivered goods or services meet specified criteria and are accepted by the buyer.
2) BIDDING PROCESS	A competitive procurement procedure in which suppliers submit proposals or quote to win a contract based on specified evaluation criteria.
3) COST ANALYSIS	The breakdown and examination of cost components to identify cost-saving opportunities in procurement.
4) DEMAND ANALYSIS	The process of identifying, collecting, and analyzing information regarding materials and services needed to meet organizational objectives.
5) COMMERCE PLATFORMS	Online systems used for buying and selling goods and services, including supplier interactions and payment facilitation.
6) LOGISTICS DOCUMENTS	Documents such as delivery receipts, bills of lading, and packing lists that support the transportation and receipt of goods.
7) MARKET RESEARCH QUESTIONNAIRE	A structured tool used to collect data about product supply, pricing trends, and vendor performance for procurement decision-making.
8) NON-BIDDING PROCUREMENT	A method of procurement that does not involve competitive bidding, often used for urgent or low-value purchases.
9) ORDER MANAGEMENT	The end-to-end process of receiving, tracking, and fulfilling purchase orders to ensure timely and accurate delivery.
10) PREQUALIFICATION	A process to screen suppliers for capability and eligibility prior to participation in the procurement bidding process.
11) PROCUREMENT CONTRACT	A legally binding agreement outlining the obligations of both buyer and supplier concerning the purchase of goods or services.
12) PROCUREMENT INFORMATION MANAGEMENT	The maintenance and monitoring of records and data related to purchase transactions, supplier performance, and inventory through digital systems or software.
13) PROCUREMENT MANAGEMENT SOFTWARE	A digital system is used to automate procurement processes such as requisitions, purchase orders, and vendor management.
14) PROCUREMENT METHOD	The approach or process used to acquire goods or services, including bidding, direct purchasing, or negotiation.
15) PROCUREMENT NEGOTIATION	The process of discussing and reaching agreements with suppliers regarding price, terms, conditions, and other aspects of procurement.
16) PROCUREMENT PLANNING	The systematic process of forecasting, scheduling, and organizing the acquisition of goods and services in accordance with business requirements.

17) SUPPLIER DEVELOPMENT	The strategic approach to identifying, qualifying, and enhancing the capabilities of suppliers to meet the buyer's needs.
18) SUPPLIER EVALUATION	A systematic assessment of a supplier's ability to meet organizational requirements in terms of quality, cost, delivery, and service.
19) SUPPLIER PERFORMANCE EVALUATION	A method for measuring and reviewing a supplier's fulfillment of contractual obligations, including quality, timeliness, and service.
20) TOTAL COST MANAGEMENT	An approach to procurement that considers all costs associated with purchasing a product or service, including acquisition, operation, and disposal.

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