

COMPETENCY STANDARDS



HANDLOOM WEAVING (BACKSTRAP LOOM) LEVEL II

CREATIVE SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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CREATIVE SECTOR

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**COMPETENCY STANDARDS FOR
Handloom Weaving (Backstrap Loom) LEVEL II**

**Section 1 HANDLOOM WEAVING (BACKSTRAP LOOM) LEVEL II
QUALIFICATION**

The **HANDLOOM WEAVING (BACKSTRAP LOOM) LEVEL II** Qualification consists of competencies that a Handloom weaver/Handloom specialist must achieve to be able to conduct preparatory activities prior to weaving on a loom; perform basic handloom operations; recognize and check product quality; complete the whole weaving process including finishing and final quality assessment and to be able to market & promote the finished woven product.

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

The units of competency comprising this qualification include the following:

Code	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
Code	COMMON COMPETENCIES
CRVXXXX	Develop and update industry knowledge
CRVXXXX	Develop creative and artistic skills and cultural awareness
CRVXXXX	Observe procedures, specifications and manuals of instructions
CRVXXXX	Operate equipment
CRVXXXX	Manage own performance
CRVXXXX	Maintain a safe, clean and efficient work environment
CRVXXXX	Provide and maintain effective client relations
CRVXXXX	Observe quality system
Code	CORE COMPETENCIES
CRVXXXXX	Conduct pre-handloom weaving activities
CRVXXXXX	Perform backstrap loom weaving
CRVXXXXX	Conduct post-production activities

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

- **Handloom Weaver**
- **Handloom Weaving Specialist**
- **Handloom Operator**

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 **Handloom Weaving (Backstrap Loom) Level II**.

BASIC COMPETENCIES

Unit of Competency : PARTICIPATE IN WORKPLACE COMMUNICATION

Unit Code : 500311105

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate medium is used to transfer information and ideas 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and storage	1.1 Procedure of gathering workplace information 1.2 Techniques in gathering information 1.3 Effective methods of conveying information 1.4 Written communication methods 1.5 Techniques in conveying communication 1.6 Different modes of communication 1.7 Organizational policies 1.8 Communication procedures and systems 1.9 Technology relevant to the enterprise and the individual's work responsibilities	1.1 Gathering of workplace information skills 1.2 Sourcing of information skills 1.3 Sorting of information skills 1.4 Obtaining workplace information skills 1.5 Conveying workplace information skills 1.6 Gathering and providing information in response to workplace Requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	<p>of information are used</p> <p>1.7 Personal interaction is carried out clearly and concisely</p>		
2. Participate in workplace meetings and discussions	<p>2.1 Team meetings are attended on time</p> <p>2.2 Own opinions are clearly expressed and those of others are listened to without interruption</p> <p>2.3 Meeting inputs are consistent with the meeting purpose and established protocols</p> <p>2.4 Workplace interactions are conducted in a courteous manner</p> <p>2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to</p> <p>2.6 Meetings outcomes are interpreted and implemented</p>	<p>2.1 Effective communication</p> <p>2.2 Different modes of communication</p> <p>2.3 Written communication</p> <p>2.4 Organizational policies</p> <p>2.5 Communication procedures and systems</p> <p>2.6 Decorum in participating workplace meetings and discussions</p>	<p>2.1 Participating skills in workplace meetings and discussions</p> <p>2.2 Following simple spoken language</p> <p>2.3 Completing work related documents</p> <p>2.4 Estimating, calculating and recording routine workplace measures</p> <p>2.5 Relating to people of social range in the workplace</p> <p>2.6 Gathering and providing information in response to workplace Requirements</p>
3. Complete relevant work related documents	<p>3.1 Range of forms relating to conditions of employment is completed accurately and legibly</p> <p>3.2 Workplace data is recorded on standard workplace forms and documents</p> <p>3.3 Basic mathematical processes are used for routine calculations</p>	<p>3.1 Methods of making/completing work related documents</p> <p>3.2 Company standards and procedures in making work related documents</p> <p>3.3 Effective communication</p> <p>3.4 Different modes of communication</p> <p>3.5 Written communication</p>	<p>3.1 Documenting skills</p> <p>3.2 Report writing skills</p> <p>3.3 Making/developing work related documents</p> <p>3.4 Perform routine workplace duties following simple written notices</p> <p>3.5 Completing work related documents</p> <p>3.6 Estimating, calculating and recording routine</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	3.6 Organizational policies 3.7 Communication procedures and systems 3.8 Technology relevant to the enterprise and the individual's work responsibilities	workplace measures 3.7 Ability to relate to people of social range in the workplace

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face to face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, 4.2 Telephone message forms 4.3 Safety reports
5. Workplace interactions	5.1 Face to face 5.2 Telephone 5.3 Electronic and two-way radio 5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Resource Implications	The following resources <u>MUST</u> be provided: 2.1 Fax machine 2.2 Telephone 2.3 Writing materials 2.4 Internet
3. Methods of Assessment	Competency in this unit must be assessed through: 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 : WORK IN A TEAM ENVIRONMENT

Unit Code : 500311106

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

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

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

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit of Competency : **PRACTICE CAREER PROFESSIONALISM**

Unit Code : **500311107**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties	1.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 1.2 Company policies 1.3 Company operations, procedures and standards 1.4 Company mission/vision statements 1.5 Ways of integrating personal objectives with organizational goals	1.1 Integrating skills of personal objectives with organizational goals 1.2 Pursuing personal growth and work plans 1.3 Demonstrating commitment to the organization and its goals 1.4 Intra and Interpersonal skills
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives 2.2 Resources are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures	2.1 Company policies 2.2 procedures and standards 2.3 Company and departmental goals and priorities 2.4 Managing priorities and commitments 2.5 Economic use and maintenance of equipment and facilities 2.6 Ways and means of practicing economic use and maintenance of equipment and facilities	2.1 Setting skills of work priorities 2.2 Meeting with work priorities 2.3 Intra and Interpersonal skills 2.4 Communication skills
3. Maintain professional	3.1 Trainings and career	3.1 Ways of identifying trainings and	3.1 Identifying trainings and

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

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit of Competency : PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Unit Code : 500311108

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

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	established organization protocol	identification and control	
4. Maintain OHS awareness	4.1 <i>Emergency-related drills and trainings</i> are participated in as per established organization guidelines and procedures 4.2 <i>OHS personal records</i> are completed and updated in accordance with workplace requirements	<ul style="list-style-type: none"> • Participation procedures in emergency-related drills and trainings • Ways of completing and updating OHS personal records • OHS procedures and practices and regulations • OHS indicators 	3.5 Participating in emergency-related drills and trainings 3.6 Completing and updating OHS personal records

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

COMMON COMPETENCIES

Unit of Competency : ENHANCE INDUSTRY KNOWLEDGE AND SKILLS

Unit Code : CRVXXX

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Source out information	<p>1.1 Sources of information on the industry are identified and coordinated according to industry procedures.</p> <p>1.2 Sources of information are accessed based on industry procedures.</p> <p>1.3 Sourced information are documented based on industry procedures.</p> <p>1.4 Documentation tools, materials, and equipment are prepared and used based on industry procedures.</p>	<p>1.1.Sources of industry information</p> <p>1.2 Industry procedure</p> <p>1.2.1 FPIC (free prior inform consent)</p> <p>1.2.2 Documentary requirements in seeking information</p> <p>1.3 Documentation procedure</p> <p>1.4 Types and uses of documentation tools, materials, and equipment</p> <p>1.5 Capacity building on sourcing of information</p> <p>1.6 Safety measures</p> <p>1.7 Gender sensitivity</p> <p>1.8 Cultural sensitivity</p> <p>1.9 Attitude</p> <p>1.9.1 Patience</p> <p>1.9.2 Resourcefulness</p> <p>1.9.3 Organized</p> <p>1.9.4 Focus on details</p> <p>1.9.5 Polite</p>	<p>1.1 Sourcing out information</p> <p>1.2 Coordination skills</p> <p>1.3 Communication skills</p> <p>1.4 Research skills</p> <p>1.5 Documentation skills</p> <p>1.6 Use and operating tools, materials, and equipment</p> <p>1.7 Applying safety measures during documentation</p>
2. Update industry knowledge	<p>2.1 Sourced information are used based on industry procedures.</p> <p>2.2 Sourced information are</p>	<p>2.1 Use of sourced information</p> <p>2.2 Documentation</p> <p>2.3 Copyright procedures</p> <p>2.4 Indigenous knowledge system</p>	<p>2.1 Using and sharing sourced information</p> <p>2.2. Documentation skills</p> <p>2.3 Following copyright</p>

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

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit Code : **CRVXXX**

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

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Perform benchmarking	4.1 Community is identified and selected based on industry procedures. 4.2 Cultural exchange is facilitated according to industry procedure. 4.3 Community practices are identified and selected following industry procedures. 4.4 Cultural authorities are consulted for cultural skilled – shared knowledge based on established protocol. 4.5 Best practice is applied based on approval of cultural authorities. 4.6 Adjustments are applied based on consultation with the cultural authorities . 4.7 Documentation is performed based on the result of consultation.	4.1 Cultural skilled-shared knowledge 4.2 Cultural authorities 4.3 Cultural sensitivity 4.4 Different community practices 4.5 Facilitation procedures 4.6 Types of cultural community 4.7 Consultation and approval procedures 4.8 Best cultural practices 4.9 Documentation procedure 4.10 Attitude 4.10.1 Awareness on details 4.10.2 Organized 4.10.3 Resourcefulness 4.10.4 Patience 4.10.5 Politeness 4.10.6 Industriousness 4.10.7 Respectfulness	4.1 Identifying and selecting community 4.2 Facilitating cultural exchange 4.3 Identifying community practices 4.4 Consulting cultural authorities 4.5 Applying best practices 4.6 Communication skills 4.7 Documentation skills

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

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

Unit Code : **CRVXXX**

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>practices.</p> <p>2.2 Cultural immersion approaches are selected and participated.</p> <p>2.3 Insights and experiences on arts and culture are discussed with community cultural authorities following community practices.</p>	<p>Rights Act (IPRA)</p> <p>2.4 Indigenous Knowledge Skills and Practices (IKSP)</p> <p>2.5 Intellectual Property Rights (IPR)</p> <p>2.6 Focused-group discussion (FGD) procedures</p> <p>2.7 Attitude</p> <p>2.7.1 Honesty</p> <p>2.7.2 Patience</p> <p>2.7.3 Politeness</p> <p>2.7.4 Resourcefulness</p>	<p>cultural immersion</p> <p>2.3 Communication skills</p> <p>2.4 Performing focused-group discussion (FGD)</p> <p>2.5 Discussing insights and experiences arts and culture</p>
3. Enhance artistic skills	<p>3.1 Prototype is produced based on the collected best practices.</p> <p>3.2 Approval of the product is sought from community cultural authorities.</p> <p>3.3 Tools, materials, and equipment are utilized according to community practices.</p> <p>3.4 Safety practices are applied following OSHS.</p>	<p>3.1 Community practices</p> <p>3.2 Community cultural authorities</p> <p>3.3 Utilization of tools, materials, and equipment</p> <p>3.4 OSHS</p> <p>3.5 IKSP</p> <p>3.6 Cultural sensitivity</p> <p>3.7 Gender sensitivity</p> <p>3.8 Application of best practices</p> <p>3.9 Manufacturer's manual</p> <p>3.9 Attitude</p> <p>3.10.1 Attention to details</p> <p>3.10.2 Patience</p> <p>3.10.3 Organized</p> <p>3.10.4 Honesty</p> <p>3.10.5 Time consciousness</p> <p>3.10.6 Industrious</p> <p>3.10.7 Resourcefulness</p>	<p>3.1 Applying best practices</p> <p>3.2 Seeking approval of the product</p> <p>3.3 Utilizing tools, materials, and equipment</p> <p>3.4 Applying safety practices</p> <p>3.5 Communication skills</p>

RANGE OF VARIABLES

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

VARIABLE	RANGE
	<p>B. For Product Development</p> <p>5.1 Materials</p> <p>5.1.1 bee wax</p> <p>5.1.2 fiber</p> <p>5.1.3 thread</p> <p>5.1.4 dye</p> <p>5.1.5 mud clay</p> <p>5.1.6 bronze</p> <p>5.1.7 cloth</p> <p>5.1.8 beads</p> <p>5.1.9 rattan</p> <p>5.1.10 bamboo</p> <p>5.1.11 wicker (nito)</p> <p>5.1.12 pandan leaves</p> <p>5.1.13 swamp grass</p> <p>5.1.14 tikog</p> <p>5.1.15 animal skin</p> <p>5.1.16 first aid kit</p> <p>5.1.17 PPEs</p> <p>5.2 Tools</p> <p>5.2.1 needles</p> <p>5.2.2 knife</p> <p>5.2.3 bolo</p> <p>5.2.4 bamboo stripper</p> <p>5.2.5 wood tool</p> <p>5.2.6 carpentry tools</p> <p>5.2.7 curving tools</p> <p>5.2.8 measuring tools</p> <p>5.3 Equipment</p> <p>5.3.1 upright/standing loom</p> <p>5.3.2 backstrap loom</p> <p>5.3.3 sewing machine</p> <p>5.3.4 earthen pot</p> <p>5.3.5 splitter</p> <p>5.3.6 stripper</p>

EVIDENCE GUIDE

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

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

Unit Code : **CRVXXX**

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		of equipment 1.14.3 Common faults in tools and equipment 1.15 Attitude 1.15.1 Organized 1.15.2 Patience 1.15.3 Resourcefulness 1.15.4 Focus on details	
2. Operate equipment	2.1 Work requirement is determined following community practice. 2.1 Equipment is set up following community practice and user's manual. 2.2 Equipment is adjusted according to industry procedures and user's manual. 2.3 Operation of equipment is conducted based on industry procedures and user's manual. 2.4 Malfunctions and faulty equipment are addressed according to community practice and user's manual. 2.5 Safety practices are applied following OSHS.	2.1 Set up and adjustment of equipment procedures 2.2 Parts and uses of indigenous and modern equipment 2.3 Startup and shutdown of equipment 2.4 User's manual 2.5 Irregularities and breakdown 2.6 Community practices 2.7 Reporting procedures 2.7.1 Oral 2.7.2 Written (listing only) 2.8 Mensuration 2.9 Ethno-mathematics 2.10 Arithmetic operation 2.11 OSHS 2.11.1 PPEs 2.11 Attitude 2 Organized 3 Patience 4 Resourcefulness 5 Focus on details	2.1 Following community practices and user's manual 2.2 Setting up equipment 2.3 Adjusting equipment 2.4 Operating equipment 2.5 Addressing malfunctioned and faulty equipment 2.6 Applying safety practices 2.7 Mensuration and calculation skills 2.8 Ethno-mathematics skills
3. Utilize tools and materials	3.1 Work requirement is determined following community practice. 3.2 Tools and materials are used according to work requirement.	3.1 Types of work requirement 3.2 Uses of indigenous tools and materials 3.3 Malfunctions and faulty tools 3.4 Mensuration 3.5 Ethno-mathematics	3.1 Determining work requirement 3.2 Addressing malfunctioned and faulty equipment 3.3 Applying safety practices

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

RANGE OF VARIABLES

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

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

EVIDENCE GUIDE

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

Unit of Competency : MANAGE OWN PERFORMANCE

Unit Code : CRVXXX

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform planning activities	1.1 Tasks are listed according to job requirements. 1.2 Work plans and schedules are prepared based on tasks . 1.3 Coordination is applied based on industry practices. 1.4 Budgetary requirements are computed based on the work plans and schedules .	1.1 Different tasks 1.2 Work plan 1.3 Budgetary requirements 1.4 Arithmetic operation 1.5 Geographical indicator (GI) 1.6 IPR 1.7 Coordination procedure 1.8 Simple bookkeeping 1.9 Attitude: 1.9.1 Teamwork	1.1 Planning and organizing work loads 1.2 Listing of tasks 1.3 Preparing work plans schedules 1.4 Coordination skills 1.5 Computing budgetary requirements
2. Maintain quality of performance	2.1 Personal performance is monitored according to industry standards . 2.2 Advice and guidance is obtained to maintain industry standards . 2.3 Guidance from community cultural authorities is applied to maintain industry standards . 2.4 Specifications from customers are obtained based on	2.1 Indicators of appropriate performance for each area of responsibility 2.2 Steps for improving or maintaining performance 2.3 Industry standards 2.4 IKSP 2.5 Community cultural authorities 2.6 Procedural checklist 2.7 Specifications from customers 2.8 Attitude: 2.8.1 Time consciousness 2.8.2 Attention to details 2.8.3 Resourcefulness	2.1 Monitoring personal performance 2.2 Obtaining advice and guidance 2.3 Following guidance of cultural authorities 2.4 Applying procedural checklist 2.5 Obtaining specifications

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<i>industry standards.</i>		
3. Improve own work	3.1 Actual work output is assessed in relation to <i>work plan and schedules.</i> 3.2 Work expenses are computed against budget. 3.3 Feedback is obtained from <i>customer</i> based on job requirements. 3.4 Improvement is done according to feedback.	3.1 Quality control 3.2 Work plan and schedules 3.3 Computation of work expenses 3.4 Customer feedback 3.5 Arithmetic operation 3.6 IKSP 3.8 Attitude 3.8.1 Time consciousness 3.8.2 Attention to details 3.8.3 Resourcefulness 3.8.4 Patience 3.8.5 Honesty	3.1 Assessing actual work output 3.2 Computation skills 3.3 Obtaining customer feedback 3.4 Applying improvements

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

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

Unit Code : **CRVXXX**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Comply with safety and health regulations	1.1 Safety and health measures are applied based on OSHS. 1.2 <i>Policies and procedures</i> are adapted and applied according to industry standards. 1.3 <i>Emergencies</i> are addressed following workplace procedures. 1.4 Work areas are set-up and secured following safety procedures.	1.1 Indigenous Knowledge System Practices (IKSP) on safety and health 1.1.1 Handling of chemicals 1.2 Geographical location 1.3 Traditional PPEs 1.4 Industrial PPEs 1.5 Community procedures 1.6 Workplace emergencies 1.7 Addressing workplace emergencies 1.8 Setting-up and securing of work areas 1.9 Alternative work areas 1.10 3Rs 1.11 5S of Good Housekeeping 1.12 OSHS 1.13 Attitude 1.13.1 Patience 1.13.2 Honesty 1.13.3 Focus on details	1.1 Complying with Indigenous Knowledge System Practices (IKSP) on safety and health 1.2 Handling of chemicals 1.3 Adapting and applying policies and procedures 1.4 Setting-up and securing work areas 1.5 Applying safety practices 1.6 Addressing emergencies 1.7 Identifying alternative work areas
2. Maintain work area	2.1 <i>Attributes of conducive working areas</i> are <i>checked</i> following safety procedures. 2.2 Repairs are identified and reported to	2.1 Work Hazards Policies and Procedures 2.1.1 Topographic location 2.2 OSHS policies and procedures 2.3 Waste management	2.1 Complying with health and safety regulations 2.2 Checking attributes of conducive working areas

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>authorities.</p> <p>2.3 Work area maintenance schedule are complied according to workplace procedure.</p> <p>2.4 Waste is stored and disposed of according to waste management.</p> <p>2.5 Safety practices are applied following OSHS</p>	<p>(5Rs)</p> <p>2.3.1 Refuse 2.3.2 Reduce 2.3.3 Reuse 2.3.4 Recycle 2.3.5 Rot</p> <p>2.4 Authorities 2.5 Work schedule 2.6 Attributes of conducive working areas 2.7 5S of good housekeeping 2.8 Environmental laws 2.9 Attitude 2.9.1 Orderliness 2.9.2 Patience 2.9.3 Resourcefulness</p>	<p>2.3 Identifying and reporting repairs to authorities 2.4 Preparing work schedule and assignments 2.5 Storing and disposing wastes 2.6 Applying safety practices</p>
3. Maintain tools, equipment, materials and other resources	<p>3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices.</p> <p>3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices.</p> <p>3.3 Resources are monitored and maintained following workplace procedure.</p> <p>3.4 Tools and equipment are referred for repair according to industry procedure.</p> <p>3.5 Safety practices are applied following OSHS.</p>	<p>3.1 Storing tools and equipment 3.2 Checking for maintenance requirements 3.3 OSHS 3.4 Manufacturer's manual and industry practice 3.5 Maintenance of tools and equipment 3.6 Reporting tools and equipment for major repairs 3.7 IKSP 3.8 Cultural sensitivity 3.9 Different resources 3.10 Forecasting/ projection of resources 3.11 Monitoring guidelines 3.11 Attitude 3.12.1 Patience 3.12.2 Orderliness 3.12.3 Organized 3.12.4 Resourcefulness</p>	<p>3.1 Maintaining of tools and equipment 3.2 Storing tools, equipment and resources 3.3 Checking tools, and equipment 3.4 Communication skills 3.5 Monitoring and maintaining resources 3.6 Performing forecasting/ projection of resources 3.7 Following monitoring guidelines 3.8 Applying OSHS</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

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

Unit Code : **CRVXXXX**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Maintain a good business image	1.1 <i>Personal presence</i> is maintained according to <i>employer standards</i> . 1.2 <i>Interpersonal skills</i> are used to identify customer needs following workplace standards. 1.3 Work area is kept tidy and uncluttered according to workplace procedure. 1.4 Equipment and other resources are stored and organized according to workplace procedures. 1.5 Product orientation is conducted according to industry practices.	1.1 Communication 1.1.1 Interactive communication with others 1.1.2 Interpersonal skills/ social graces with sincerity 1.1.3 Personal presence 1.2 Safety Practices 1.2.1 Safe work practices 1.2.2 Personal hygiene 1.3 Maintain teamwork and cooperation 1.4 5S of Good housekeeping 1.5 Time management 1.6 IKSP 1.7 OSHS 1.8 5Rs 1.9 Product orientation 1.9.1 Heritage values 1.10 Attitude <ul style="list-style-type: none"> • Attentive, patient and cordial • Honest • Punctual 	2 Communication skills 3 Maintaining personal presence 4 Using interpersonal skills 5 Tidying and uncluttering work area 6 Organizing equipment and other resources 7 Applying 5S of Good Housekeeping 8 Applying 5Rs 9 Conducting product orientation
2. Respond to customer needs	2.1 <i>Customer needs</i> are identified according to industry	2.1 Feedback mechanisms 2.2 Customer needs 2.3 Customer	2.1 Communication skills 2.2 Identifying customer needs

	<p>procedures.</p> <p>2.2 Prototype is prepared according to customer needs specifications.</p> <p>2.3 Changes to customer needs are addressed according to workplace procedure.</p> <p>2.4 Feedback mechanisms are used to meet customer needs following industry procedure.</p>	<p>specifications</p> <p>2.4 Preparation of prototype</p> <p>2.5 Procedure in addressing customer needs</p> <p>2.6 Attitude</p> <ul style="list-style-type: none"> • Attentiveness • Patience • Cordiality 	<p>2.3 Preparing prototype</p> <p>2.4 Addressing changes to customer needs</p> <p>2.5 Using feedback mechanisms</p> <p>2.6 Applying IKSP</p>
3. Strengthen relations with customer	<p>3.1 Customer expectations are met according to industry procedure.</p> <p>3.2 Repeat orders are secured based on industry procedure.</p> <p>3.3 Written contract is prepared based on agreements.</p>	<p>3.1 Customer expectations</p> <p>3.2 Customer satisfaction</p> <p>3.3 Establishing good rapport with customer</p> <p>3.4 Preparation of written contract</p> <p>3.5 Quality Control</p> <p>3.6 Procedure of repeat orders</p> <p>3.7 Attitude</p> <p>3.7.1 Attentiveness</p> <p>3.7.2 Patience</p> <p>3.7.3 Cordiality</p> <p>3.7.4 Honesty</p>	<p>3.1 Communication skills</p> <p>3.2 Meeting customer expectations</p> <p>3.3 Maintaining customer satisfaction</p> <p>3.4 Preparing written contract</p> <p>3.5 Securing repeat orders</p> <p>3.6 Negotiation skills</p>

RANGE OF VARIABLES

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

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

Unit of Competency : PERFORM MENSURATION AND CALCULATION

Unit Code CRVXXX

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare for mensuration and calculation	1.1 Component to be measured is identified according work requirements . 1.2 Product specifications are obtained from relevant sources . 1.3 Measuring instrument is selected according to job requirements.	1.1 Product components 1.2 Relevant sources of specifications 1.3 Types and functions of measuring instrument 1.4 Awareness on ethno-mathematics measuring instrument 1.5 Work requirements 1.6 Product specifications 1.7 Attitude 1.7.1 Attention to details 1.7.2 Patience	1.1 Identifying components to be measured 1.2 Obtaining product specification 1.3 Identifying relevant sources of specification 1.5 Identifying and selecting measuring instrument 1.6 Identifying work requirements
2. Carry out mensuration and calculation	2.1 Mensuration is performed accordance with the work requirements. 2.2 Ethno-measurement is converted according to International System (SI) unit. 2.3 Calculations needed to complete work tasks are performed using the four fundamental mathematical	2.1 Ethno-measurement 2.2 Conversion of measurement 2.3 Basic International System (SI) unit 2.4 Ratio and proportion 2.5 Fractions, percentages, mixed numbers 2.6 Arithmetic operation 2.7 Documentation of calculation 2.8 Calculation	2.1 Obtaining measurements 2.2 Converting ethno-measurement and International System (SI) unit 2.3 Performing calculation 2.4 Documenting calculation 2.5 Performing counter-checking

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>operation.</p> <p>2.4 Counter-checking is performed based on the result of the computation.</p> <p>2.5 Calculations are documented following workplace procedure.</p>	<p>countering-checking</p> <p>2.9 Attitude:</p> <p>2.9.1 Patience</p> <p>2.9.2 Attention to details</p> <p>2.9.3 Resourcefulness</p> <p>2.9.4 Honesty</p>	
3. Maintain measuring instruments	<p>3.1 Measuring instruments are cleaned and stored following 5S of good housekeeping.</p> <p>3.2 Measuring instruments are checked for serviceability.</p> <p>3.3 Defective and damaged measuring instruments are reported and addressed.</p> <p>3.4 Wastes are disposed following proper waste management.</p> <p>3.5 Safety practices are applied</p>	<p>3.1 Measuring instruments</p> <p>3.2 Maintenance of measuring instruments</p> <p>3.2.1 Cleaning</p> <p>3.2.2 Storing</p> <p>3.2.3 Checking/ inspection of serviceability</p> <p>3.3 5S of Good Housekeeping</p> <p>3.4 Accomplishment of checklist</p> <p>3.5 Waste management</p> <p>3.6 Reporting procedure</p> <p>3.7 OSHS</p> <p>3.8 Attitude:</p> <p>3.8.1 Patience</p> <p>3.8.2 Attention to Details</p> <p>3.8.3 Resourcefulness</p>	<p>3.1 Cleaning and storing measuring instruments</p> <p>3.2 Applying 5S of good housekeeping</p> <p>3.3 Disposing wastes</p> <p>3.4 Reporting and addressing defective and damaged measuring instruments</p> <p>3.5 Applying safety practices</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

CORE COMPETENCY

UNIT OF COMPETENCY : CONDUCT PRE-HANDLOOM WEAVING ACTIVITIES

UNIT CODE : CRVXXXXX

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to confirm job requirement, prepare raw materials and prepare tools, materials and accessories.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Confirm job requirement	1.1 Design is selected according to client's requirements 1.2 Design is interpreted based on established industry practices 1.3 Product specification is clarified with clients 1.4 Materials requirements are calculated based on the work requirement 1.5 Documentation of information is done according to industry practice	1.1 Basic Handloom design 1.2 Types of basic structure 1.3 Calculation of needed materials 1.4 Interpretation of design 1.5 Product specifications 1.6 Types of materials 1.7 Color combination	1.1 Communication skills 1.2 Selecting design 1.3 Interpreting design 1.4 Clarifying product specifications 1.5 Calculating materials requirements 1.6 Following instructions 1.7 Mathematical skills
2. Prepare raw materials	2.1 Quality materials are acquired from reliable sources 2.2 Warping process is done following warping procedures 2.3 Loom dressing is done following loom dressing procedures 2.4 Safety practices is applied following OSHS	2.1 Quality materials 2.2 Warping process 2.3 Loom dressing 2.4 OSHS 2.5 Reliable sources of materials	2.1 Acquiring quality materials 2.2 Applying Warping procedures 2.3 Performing loom dressing procedures 2.4 Applying safety practices 2.5 Communication skills
3. Prepare tools, equipment and accessories	3.1 Tools, equipment and accessories are selected according to work requirements 3.2 Loom and accessories	3.1 Types of tools, equipment and accessories 3.2 Proper usage of tools, equipment and accessories	3.1 Selecting tools, equipment and accessories 3.2 Checking loom and accessories functions

	<p>are checked for functionality based on established industry procedure.</p> <p>3.3 Loom and accessories are adjusted based on established industry procedure.</p> <p>3.4 Defective loom is reported to immediate authority based on established industry procedure.</p> <p>3.5 Minor troubleshooting and repair is conducted following established industry procedures</p> <p>3.6 Safety practices are applied following OSHS</p>	<p>3.4 Loom Parts and its functions</p> <p>3.5 Adjustment procedures</p> <p>3.6 Loom defects</p> <p>3.7 Minor troubleshooting and repair of handloom</p> <p>3.8 OSHS</p>	<p>3.3 -using of tools, equipment and accessories</p> <p>3.4 Adjusting loom and accessories</p> <p>3.5 Reporting defective loom</p> <p>3.6 Conducting minor troubleshooting and repair</p> <p>3.7 Applying safety practices</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
1. Product Specification	Product Specification may include: 1.1 Color 1.2 Costing 1.3 Lead time
2. Material	Material may include: 2.1 Cotton 2.2 Abaca 2.3 Polyester 2.4 Fiber-Blends 2.4.1 Cotton-abaca 2.4.2 Cotton-pina 2.4.3 Cotton-water hyacinth 2.5 Cotton-banana
3. Information	Information may include: 3.1 Warp ends 3.2 Material used for weft 3.3 Type of weave used 3.4 Weaver 3.5 Handling of materials 3.6 Origin of materials
4. Warping process	Warping process include: Backstrap Loom Table Loom Upright Loom
5. Loom dressing	Loom dressing include: 5.1 Backstrap loom 5.2 Table Loom 5.3 Upright Loom
6. Loom dressing procedures	Loom dressing procedures may include: 6.1 beaming 6.2 drawing-in 6.3 denting 6.4 tying handloom and loom
7. Tools, accessories and equipment	Tools, equipment and accessories include: Tools: 7.1 Shuttles 7.2 Bobbins 7.3 Bobbin winder 7.4 Warping frame 7.5 Scissors 7.6 Needles 7.7 Dressmaker pins 7.8 Ruler 7.9 Tape measure 7.10 Marking pen 7.11 Record book Accessories: 7.1 Weaving hook

VARIABLE	RANGE
	7.2 Reed 7.3 Lease sticks warp rods 7.4 Cloth rod 7.5 Heddles 7.6 Dowels Equipment: 7.1 Backstrap loom 7.2 Table loom 7.3 Upright loom

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Confirm job requirement 1.2 Prepare raw materials 1.3 Prepare tools, equipment and accessories
2. Resource Implications	The following resources MUST be provided: 2.1 Workplace location or simulated workplace 2.2 Materials, Supplies, Tools and Equipment relevant to the unit of competency 2.2.1 A range of yarns and threads 2.2.2 A range of quality weaving tools and equipment 2.3 Technical plans, drawings and specifications relevant to the activities 2.4 Computer hardware and internet
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Interview/questions 3.2 Practical demonstration 3.3 Demonstration with questioning 3.4 Written Test/Examination 3.5 Direct Observation
4. Context of Assessment	4.1 Competency must be assessed on actual job or accredited TESDA assessment center

UNIT OF COMPETENCY : PERFORM BACKSTRAP LOOM WEAVING

UNIT CODE : CRVXXXXX

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to perform basic backstrap loom weaving

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Conduct preparatory activities for backstrap weaving	1.1 Workplace is prepared according to workplace procedures 1.2 Safety measures is applied based on OSHS 1.3 Warping process is done following backstrap loom weaving procedures 1.4 Loom dressing is done following backstrap loom weaving procedures 1.5 Documentation is done according to industry practice	1.1 Systems of measurements 1.2 Unit conversion 1.3 Standard operating procedures for pre-backstrap loom weaving 1.4 OSHS principles and responsibilities	1.1 Exhibiting effective communication skills for documentation of processes 1.2 Following workplace instructions 1.3 Applying proper material usage
1. Weave textile	2.1 Backstrap loom components are set up following established industry practices 2.2 Foot stopper is set-up according to industry practices 2.3 Backstrap support are placed following industry practices 2.4 Woven textile is produced according to backstrap procedures 2.5 On the loom inspection is performed following standard procedures 2.6 Rectification of weaving is applied following industry procedures	2.1 Standard operating procedures for backstrap loom weaving 2.2 Quality criteria for handwoven textiles is implemented 2.3 On-loom weaving corrective techniques 2.4 OSHS principles and responsibilities are followed while weaving	2.1 Performing basic weaving operations on a backstrap loom 2.2 Maintaining OSHS all throughout the weaving process 2.3 Maintaining own work-quality

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
2. Complete backstrap loom weaving	3.1 Finishing of fabric is applied based on <i>established techniques</i> 3.2 Joining of seams are performed following work requirements 3.3 Off the loom inspection is performed following standard procedures 3.4 Woven textile is segregated according to <i>classification</i>	3.1 Standard operating procedures for finishing handwoven textiles 3.2 Finishing techniques of woven fabric	3.1 Performing quality assessment practices 3.2 Housekeeping 3.3 Time Management

RANGE OF VARIABLES

VARIABLE	RANGE
1. Material	Material may include: 1.1 Cotton 1.2 Abaca 1.3 Polyester 1.4 Fiber-Blends 2.1 cotton-abaca 2.2 cotton-pina 2.3 cotton-water hyacinth 1.5 cotton-banana
2. Tools and equipment	Tools and equipment include: 2.1 Shuttles 2.2 Bobbins 2.3 weaving hook 2.4 reed 2.5 lease sticks 2.6 bobbin winder 2.7 warping frame 2.8 warp rods 2.9 cloth reed 2.10 heddles
3. Documentation	May includes: 3.1 Warp ends 3.2 Material used for weft 3.3 Type of weave used 3.4 Weaver 3.5 Handling of materials 3.6 Origin of materials
3. Backstrap loom components	May include: 4.1 Straps 4.2 Heedle 4.3 Beater
4. Foot stopper	May include: 5.1 Block of wood 5.2 Bamboo 5.3 Stone
5. Established techniques	May include: 6.1 Fringing 6.2 Blanket stitching
6. Classification	May include: 7.1 Class A 7.2 Class B

EVIDENCE GUIDE

<p>1. Critical Aspects</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Complied with regulations, standards, codes of practice and established codes of practice and established safe practices and procedures for the use of weaving ancillaries and devices. 1.2 Conducted preparatory activities for backstrap weaving 1.3 Weaved textile 1.4 Completed backstrap loom weaving 1.5 Applied safety practices
<p>1. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location or simulated workplace 2.2 Materials, Supplies, Tools and Equipment relevant to the unit of competency <ul style="list-style-type: none"> 2.1.1 A range of yarns and threads 2.1.2 A range of quality weaving tools and equipment 2.2 Technical plans, drawings and specifications relevant to the activities 2.3 Computer hardware and internet
<p>2. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Interview/questions 3.2 Practical demonstration 3.3 Demonstration with questioning 3.4 Written Test/Examination 3.5 Direct Observation
<p>4. Context of Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency must be assessed on actual job or accredited TESDA assessment center

UNIT OF COMPETENCY : Conduct post-production activities

UNIT CODE : CRVXXXXX

UNIT DESCRIPTOR : This unit describes the skills and knowledge required for off the loom activities

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	Required Knowledge	Required Skills
1. Package and Label woven textile products	1.1 Packaging tools and materials and supplies are selected based on product requirements 1.2 Woven textile products are packed following standard packing procedures 1.3 Woven textile products are labeled according to the documentation 1.4 Safety practices are applied following OSHS	1.1 Types of packaging tools and materials 1.2 Packing procedures 1.3 Label Information 1.4 Labeling Procedures 1.5 OSHS	1.1 Selecting of packaging tools and materials 1.2 Packing woven textiles 1.3 Labeling woven textile products 1.4 Applying safety practices
2. Store woven textile products	2.1 Storage facilities are prepared and maintained according to standard procedures 2.2 Piling up of woven textile products are done following industry practices 2.3 Woven textile product is arranged according to industry criteria 2.4 Safety procedures are applied following OSHS	2.1 Preparation and maintenance of storage facilities 2.2 Storing procedures 2.3 Piling procedures 2.4 OSHS	2.1 Preparing storage facilities 2.2 Piling up woven textile 2.3 Arranging woven 2.4 Applying safety procedures
3. Perform Record Keeping	3.1 Report on work process and progress is prepared following enterprise	3.1 Report preparation on work process and work progress	3.1 Preparing report 3.2 Accomplishing forms 3.3 Recording

	<p>procedures</p> <p>3.2 Forms are accomplished according to industry requirements</p> <p>3.3 Production yield is recorded based on work outputs</p> <p>3.4 Inventory activities is done according to industry practices</p>	<p>3.2 Types and parts of forms</p> <p>3.3 Record keeping</p> <p>3.4 Inventory activities</p> <p>3.5 Computation of production yield</p>	<p>production yield</p> <p>3.4 Performing inventory activities</p> <p>3.5 Mathematical skills</p> <p>3.6 Communication skills</p>
4. Conduct restoration activities	<p>4.1 Tools and equipment are cleaned and stored according to industry procedures and manuals</p> <p>4.2 Materials are stored following 5S of good Housekeeping</p> <p>4.3 Waste management is practiced based on environmental regulations</p> <p>4.4 Workplace is restored following industry procedures</p> <p>4.5 Safety practices are applied following OSHS</p>	<p>4.1 Cleaning and storage of tools and equipment</p> <p>4.2 5S of Good Housekeeping</p> <p>4.3 Storage of materials</p> <p>4.4 Waste management</p> <p>4.5 Environmental regulations</p> <p>4.6 Workplace restoration</p> <p>4.7 OSHS</p>	<p>4.1 Cleaning and storing tools, materials and supplies and equipment</p> <p>4.2 Storing materials</p> <p>4.3 Performing of 5S of Good Housekeeping</p> <p>4.4 Practicing waste management</p> <p>4.5 Restoring workplace</p> <p>4.6 Applying safety</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Packaging tools and materials and suppliesmaterials	May include: 1.1 Cellophane 1.2 Box 1.3 bubble wrap 1.4 native packaging materials 1.1.1 abaca, 1.1.2 buri, 1.1.3 jusi
2. Industry criteria	May include: 2.1 Sizes 2.2 Color 2.3 End-use
3. Inventory	May include: 3.1 Materials 3.2 Tools 3.3 Equipment 3.4 Products

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Packaged and labeled woven textile products 1.2 Stored woven textile products 1.3 Performed record keeping 1.4 Conducted restoration activities
2. Resource Implications	The following resources should be provided: 2.1 Workplace location or simulated workplace 2.2 Materials, Supplies, Tools and Equipment relevant to the unit of competency 2.1.1 A range of yarns and threads 2.1.2 A range of quality weaving tools and equipment 2.3 Technical plans, drawings and specifications relevant to the activities 2.4 Computer hardware and internet
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Interview/questions 3.2 Practical demonstration 3.3 Demonstration with questioning 3.4 Written Test/Examination 3.5 Direct Observation
4. Context of Assessment	4.1 Competency must be assessed on actual job or accredited TESDA assessment center

SECTION 3: TRAINING ARRANGEMENTS

TRAINEE ENTRY REQUIREMENTS

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

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

TRAINER'S QUALIFICATIONS FOR CREATIVE SECTOR

Trainers who will deliver the training on **HANDLOOM WEAVING (BACKSTRAP LOOM) LEVEL II** should have the following:

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

OR

2. Must have the following:

- Any individual trained and certified by TESDA recognized Cultural Master;
- Holder of certificate on any trainers training and;
- Must have at least two (2) years industry experience* within the last ten (10) years on any areas relevant to Handloom Weaving (Back Strap Loom)

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

LIST OF TOOLS, EQUIPMENT AND MATERIALS

Handloom Weaving (Backstrap Loom) Level II

Recommended list of tools, equipment and materials for the training of 25 trainees for Handloom Weaving (Backstrap Loom) Level II

A. School equipment, tools and materials

- 1-unit Digital light projection
- 1-unit System unit (computer)
- 1 White board
- 1 set White board marker and eraser

1-unit Audio system
1-unit Internet connection

References

- Books
- Charts
- Slides
- Manuals
- Codes and regulations

FULL QUALIFICATION

Qty.	Tools	Qty.	Equipment	Qty.	Materials
26 pcs	Tape measure	2 units	Storage cabinet	26 pcs	Pen
26 pcs	Calculator	26 units	Backstrap loom	26 pcs	Notebook
26 pcs	Ruler	26 pcs	Straps	75 pcs of cones(3000m/cone)	Cotton (scarf 180cmX30cm)
52 pcs	Shuttles	26 spools	Heddle * (plastic straw, wax cotton, nylon thread)	13 kg (500g of knotted abaca per trainee)	Abaca (table runner 200cmX30cm)
52 pcs	Bobbins	26 pcs	Beater	75 pcs of cones (3000 per cone)	Polyester (scarf180cmX30cm)
2 pcs	Bobbin winder	1 unit	Display cabinet	26 pcs	Cloth rags
6 pcs	Warping frame	1 unit	Storage cabinet with glass casing	3 pcs	Brush with natural bristles
26 pcs	Pair of scissors			3 pcs	Broom sticks
26 cards	Needles			1 pc	Recycling bin
26 pcs	Dressmaker pins			1 pc	Trash can
26 pcs	Marking pen			3 pcs	Dust pan
26 pcs	Record book			26 pcs	Label
26 pcs	Weaving hook			26 pcs	Hang tags
26 pcs	Reed			26 pcs	Cellophane
52 pcs	Lease sticks			26 pcs	Box
52 pcs	Cloth rods			26 pcs	product sleeves
52 pcs	Dowels			26 pcs	Bubble wrap
52 pcs	Warp rods			5 rolls	Double sided tape
6 pcs	Pair of scissors			1 pack	Cellophane (12" X 14")
6 pcs	Cutter			26 pcs	Kraft Box (8.5" X 11")
6 pcs	Glue gun			1 roll	Bubble wrap
				32 pcs	Sticker labels
				32 pcs	Hang tags

				26 pcs	Native packaging materials (optional)
				26 m	Abaca
				26 m	Buri
				26 m	Jusi
				26 pcs	Note book
				26 pcs	Pen
				5 pcs	Brooms
				1 roll	Garbage bag
				2 pcs	Garbage bin
				500 ml	Metal polisher cream
				5 pcs	Steel brush
				2 pcs	Catch-all bins/basket
					PPEs
				26 pcs	Face mask
				26 pcs	Lab gown
				26 pcs	Closed shoes

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