COMPETENCY STANDARDS

HALAL FOOD PROCESSING (HALAL SLAUGHTERING OPERATIONS-LARGE RUMINANTS) LEVEL II

PROCESSED FOOD AND BEVERAGES SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway (SLEX), Taguig City, Metro Manila

The Competency Standards (CS) serve as basis for the:

1 Institutional Competency assessment and training certifications;
2 Registration and delivery of training programs; and
3 Development of curriculum and assessment instruments

Each CS has two sections:

Section 1   **Definition of Competency Standards -** refers to the group of competencies that describes the different functions of the qualifications.

Section 2   **The Competency Standards -** gives the specifications of competencies required for effective work performance.

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HALAL FOOD PROCESSING (HALAL SLAUGHTERING OPERATIONS – LARGE RUMINANTS) LEVEL II

SECTION 1 DEFINITION

The **HALAL FOOD PROCESSING (HALAL SLAUGHTERING OPERATIONS – LARGE RUMINANTS) LEVEL II** consists of competencies that a person must achieve in slaughtering, starting from restraining animals up to the handling of carcasses after slaughter. It also includes the handling and sharpening of knives before commencing the actual slaughter procedure.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace

UNIT CODE	COMMON COMPETENCIES
PFB751210	Apply food safety and sanitation
PFB751211	Use standard measuring devices/instruments
PFB751212	Perform mathematical computation
PFB751213	Implement good manufacturing practice procedure
PFB751214	Implement environmental policies and procedures

UNIT CODE	CORE COMPETENCIES
CS-PFB751301	Handle and sharpen knives
CS-PFB751302	Perform pre-slaughter handling procedures
CS-PFB751303	Perform slaughtering procedures

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

❑ Halal Slaughterer

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common, and core unit of competency required in a **HALAL FOOD PROCESSING (HALAL SLAUGHTERING OPERATIONS – LARGE RUMINANTS) LEVEL II.**

BASIC COMPETENCIES

UNIT OF COMPETENCY	PARTICIPATE WORKPLACE COMMUNICATION
UNIT CODE	400311210
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 *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in response to workplace requirements

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	storage of information are used 1.7 Personal interaction is carried out clearly and concisely		1.8 Basic business writing skills 1.9 Interpersonal skills in the workplace 2.0 Active-listening skills
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written instruction is followed based on established procedures 2.3 Feedback is given to workplace supervisor based instructions/ information received 2.4 ***Workplace interactions*** are conducted in a courteous manner 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from ***appropriate sources*** 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ Workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work-related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Basic questioning/querying 2.9 Skills in reading for information 2.10 Skills in locating
3. Complete relevant work-related documents	3.1 Range of ***forms*** relating to conditions of employment are	3.1 Effective verbal and non-verbal communication	3.1 Completing work-related documents

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Errors in recording information on forms/ documents are identified and acted upon 3.4 Reporting requirements to supervisor are completed according to organizational guidelines	3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLES	RANGE
1. Appropriate sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information dissemination 2.5. Follow-up or verbal instructions 2.6. Face-to-face communication 2.7. Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1. Manual filing system 3.2. Computer-based filing system

4. Workplace interactions	May include: 4.1. Face-to-face 4.2. Telephone 4.3. Electronic and two-way radio 4.4. Written including electronic means, memos, instruction and forms 4.5. Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1. HR/Personnel forms, telephone message forms, safety reports

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 workplace communication equipment/systems 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting formal or informal communication
2. Resource Implications	**The following resources should be provided:** 2.1. Fax machine 2.2. Telephone 2.3. Notebook 2.4. Writing materials 2.5. Computer with Internet connection
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Demonstration with oral questioning 3.2. Interview 3.3. Written test 3.4. Third-party report
4. Context for Assessment	4.1. Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY : **WORK IN A TEAM ENVIRONMENT**

UNIT CODE : **400311211**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one's role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified 2.2 Roles and objectives of the team is identified from available *sources of information* 2.3 Team parameters, reporting relationships and responsibilities are	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	identified based on team discussions and appropriate external sources		organization
4. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices. 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on *workplace context* 3.3 Protocols in reporting are observed based on standard company practices. 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision making 3.4 Team thinking 3.5 Team roles 3.6 Process of team development 3.7 Workplace context	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: 1.1. Work activities in a team environment with enterprise or specific sector 1.2. Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	May include: 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	May include: 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	**Assessment requires evidence that the candidate:** 1.1. Worked 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
2. Resource Implications	**The following resources should be provided:** 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. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. 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 3.4 Socio-drama and socio-metric methods 3.5 Sensitivity techniques 3.6 Written Test
4. Context for Assessment	4.1. Competency may be assessed in workplace or in a simulated workplace setting 4.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : **SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS**

UNIT CODE : **400311212**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine **problems or procedural problem** areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Look for solutions to routine problems	2.1 Potential solutions to problem is identified 2.2 Recommendations about possible solutions are developed, **documented**, ranked and presented to *appropriate person* for decision	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures 2.3 Operating systems 2.4 Industry standard diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures. 2.3 Identifying operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Recommend solutions to problems	3.1 Implementation of solutions are **planned** 3.2 Evaluation of implemented solutions are planned 3.3 Recommended solutions are documented and submit to appropriate person for confirmation	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	2.1 Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : **DEVELOP CAREER AND LIFE DECISIONS**

UNIT CODE : **400311213**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one's emotion	1.1 **Self-management strategies** are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed 1.3 Techniques for effectively handling negative emotions and **unpleasant situation** in the workplace are examined	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one's emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated 2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored 2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted	2.1 Basic SWOT analysis 2.2 Strategies to improve one's attitude in the workplace 2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence 2.3 Demonstrating self-acceptance and being able to accept challenges

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Boost self-confidence and develop self-regulation	3.1 Efforts for continuous self-improvement are demonstrated 3.2 Counter-productive tendencies at work are eliminated 3.3 Positive outlook in life are maintained.	3.1 Four components of self-regulation based on Self-Regulation Theory (SRT) 3.2 Personality development concepts 3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	3.1 Performing effective communication skills – reading, writing, conversing skills 3.2 Showing affective skills – flexibility, adaptability, etc. 3.3 Self-assessment for determining one's strengths and weaknesses

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	**May include:** 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	May include: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	**The following resources should be provided:** 2.1 Access to workplace and resource s 2.2 Case studies
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration or simulation with oral questioning 3.2 Case problems involving work improvement and sustainability issues 3.3 Third-party report
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : **CONTRIBUTE TO WORKPLACE INNOVATION**

UNIT CODE : **400311214**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 **Opportunities for improvement** are identified proactively in own area of work 1.2 **Information** are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. 1.2 Identifying the positive impacts and the challenges of change and innovation. 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Discuss and develop ideas with others	2.1 *People who could provide input* to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 *Critical inquiry method* is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people.	2.1 Identifying opportunities to improve and to do things better. Involvement. 2.2 Identifying the positive impacts and the challenges of change and innovation. 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small group discussions and meetings.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Integrate ideas for change in the workplace	3.1 Critical inquiry method is used to integrate different ideas for change of key people. 3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. 3.3 *Reporting skills* are likewise used to communicate results. 3.4 *Current Issues and concerns* on the systems, processes and procedures, as well as the need for simple innovative practices are identified.	3.1 Roles of individuals in suggesting and making improvements. 3.2 Positive impacts and challenges in innovation. 3.3 Types of changes and responsibility. 3.4 Seven habits of highly effective people. 3.5 Basic research skills.	3.1 Identifying opportunities to improve and to do things better. Involvement. 3.2 Identifying the positive impacts and the challenges of change and innovation. 3.3 Providing examples of the types of changes that are within and outside own scope of responsibility. 3.4 Communicating ideas for change through small group discussions and meetings. 3.5 Demonstrating skills in analysis and interpretation of data.

RANGE OF VARIABLES

VARIABLES	RANGE
1. Opportunities for improvement	May include: 1.1 Systems. 1.2 Processes. 1.3 Procedures. 1.4 Protocols. 1.5 Codes. 1.6 Practices.
2. Information	May include: 2.1 Workplace communication problems. 2.2 Performance evaluation results. 2.3 Team dynamics issues and concerns. 2.4 Challenges on return of investment 2.5 New tools, processes and procedures. 2.6 New people in the organization.
3. People who could provide input	May include: 3.1 Leaders. 3.2 Managers. 3.3 Specialists. 3.4 Associates. 3.5 Researchers. 3.6 Supervisors. 3.7 Staff. 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry. 3.10 Clients

| 4. Critical inquiry method | May include:
4.1   Preparation.
4.2   Discussion.
4.3   Clarification of goals.
4.4   Negotiate towards a Win-Win outcome.
4.5   Agreement.
4.6   Implementation of a course of action.
4.7   Effective verbal communication. See our pages: Verbal Communication and Effective Speaking.
4.8   Listening.
4.9   Reducing misunderstandings is a key part of effective negotiation.
4.10 Rapport Building.
4.11 Problem Solving.
4.12 Decision Making.
4.13 Assertiveness.
4.14 Dealing with Difficult Situations. |
| 5. Reporting skills | May include:
5.1   Data management.
5.2   Coding.
5.3   Data analysis and interpretation.
5.4   Coherent writing.
5.5   Speaking. |

EVIDENCE GUIDE

| 1. Critical aspects of Competency | **Assessment requires evidence that the candidate:**
1.1   Identified opportunities to do things better.
1.2   Discussed and developed ideas with others on how to contribute to workplace innovation.
1.3   Integrated ideas for change in the workplace.
1.4   Analyzed and reported rooms for innovation and learning in the workplace. |
| 2. Resource Implications | **The following resources should be provided:**
2.1   Pens, papers and writing implements.
2.2   Cartolina.
2.3   Manila papers. |

3. Methods of Assessment	**Competency in this unit may be assessed through:**
	3.1 Psychological and behavioral Interviews.
	3.2 Performance Evaluation.
	3.3 Life Narrative Inquiry.
	3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance.
	3.5 Sensitivity analysis.
	3.6 Organizational analysis.
	3.7 Standardized assessment of character strengths and virtues applied.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY   :   PRESENT RELEVANT INFORMATION

UNIT CODE   :   400311215

UNIT DESCRIPTOR   :   This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/information	1.1 Evidence, facts and information are collected 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	1.1 Organizational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and 1.5 statistics 1.6 Data analysis techniques/ procedures 1.7 Reporting requirements to a range of audiences 1.8 Legislation, policy and procedures relating to the conduct of evaluations 1.9 Organizational values, ethics and codes of conduct	1.1 Describing organizational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/ procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organizational values, ethics and codes of conduct

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess gathered data/information	2.1 Validity of data/ information is assessed 2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified 2.4 ***Data analysis techniques*** and procedures are documented 2.5 Recommendations are made on areas of possible improvement.	2.1 Business mathematics and statistics 2.2 Data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy relating to the conduct of evaluations 2.5 Organizational values, ethics and codes of conduct	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organizational values, ethics and codes of conduct

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations is analyzed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analyzed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organizational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organizational values, ethics and codes of conduct practices .

RANGE OF VARIABLES

VARIABLES	RANGE
1. Data analysis techniques	May include: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.
2. Resource Implications	**Specific resources for assessment** 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Written Test 3.2. Interview 3.3. Portfolio The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES**

UNIT CODE : **400311216**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant *OSH requirements, regulations, policies and procedures* are identified in accordance with workplace policies and procedures 1.2 OSH activity nonconformities are conveyed to *appropriate personnel* 1.3 OSH *preventive and control requirements* are identified in accordance with OSH work policies and procedures	1.1. OSH preventive and control requirements 1.2. Hierarchy of Controls 1.3. Hazard Prevention and Control 1.4. General OSH principles 1.5. Work standards and procedures 1.6. Safe handling procedures of tools, equipment and materials 1.7. Standard emergency plan and procedures in the workplace	1.1 Communication skills 1.2. Interpersonal skills 1.3. Critical thinking skills 1.4. Observation skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures 2.2. Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures 2.3. Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards	2.1. Resources necessary to execute hierarchy of controls 2.2. General OSH principles 2.3. Work standards and procedures 2.4. Safe handling procedures of tools, equipment and materials 2.5. Different OSH control measures	2.1. Communication skills 2.2. Estimation skills 2.3. Interpersonal skills 2.4. Critical thinking skills 2.5. Observation skills 2.6. Material, tool and equipment identification skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures 3.2 Work Activities are executed in accordance with OSH work standards 3.3 **Non-compliance work activities** are reported to *appropriate personnel*	3.1. OSH work standards 3.2. Industry related work activities 3.3. General OSH principles 3.4. OSH Violations Non-compliance work activities	3.1 Communication skills 3.3 Interpersonal skills 3.4 Troubleshooting skills 3.5 Critical thinking skills 3.6 Observation skills .

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 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 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods

	4.9 Machine Guarding
	4.10 Electrical General Requirements
	4.11 Asbestos work requirements
	4.12 Excavations work requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE**

UNIT CODE : **400311217**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and convey inefficient and ineffective environmental practices

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques 1.2 Data are recorded in accordance with workplace protocol 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established *environmental work procedures*	1.1. Importance of Environmental Literacy 1.2. Environmental Work Procedures 1.3. Waste Minimization 1.4. Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to *appropriate personnel* 3.2 Concerns related resource utilization is discussed with appropriate personnel 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness .

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectives of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE**

UNIT CODE : **400311217**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and convey inefficient and ineffective environmental practices

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 *Good practices* relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in *resource utilization* is applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: • Patience • Honesty • Quality consciousness • Safety consciousness • Resourcefulness	1.1 Communication skills 1.2 Complying with quality procedures

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to **appropriate person**. 2.2 Observed quality procedures and practices are communicated to appropriate person 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: • Patience • Honesty • Quality consciousness • Safety consciousness • Resourcefulness	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENTS	PERFORMANCE CRITERIA _Italicized terms_ are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements. 3.3 Constructive contributions to office operations are made according to enterprise requirements. 3.4 Ability to work within one's allotted time and finances is sustained.	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness 3.4 Workplace productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: • Quality consciousness • Safety consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making constructive contributions to office operations 3.4 Sustaining ability to work within allotted time and finances .

RANGE OF VARIABLES

VARIABLE	RANGE
1.Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2.Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical aspects of competency	**Assessment requires evidence that the candidate:** 1.1　Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2　Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	**The following resources should be provided:** 2.1　Simulated or actual workplace 2.2　Tools, materials and supplies needed to demonstrate the required tasks 2.3　References and manuals 　　　2.3.1 Enterprise procedures manuals 　　　2.3.2 Company quality policy
3. Methods of Assessment	**Competency in this unit should be assessed through:** 3.1 Interview 3.2 Third-party report
4.Context of Assessment	4.1　Competency may be assessed in workplace or in a simulated workplace setting 4.2　Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY   :   APPLY FOOD SAFETY AND SANITATION

UNIT CODE   :   PFB751210

UNIT DESCRIPTOR   :   This unit covers skills and attitude required to apply food safety and sanitation in the workplace

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Wear personal protective equipment	1.1 Personal protective equipment are checked according to **manufacturer's specifications** 1.2 **Personal protective equipment (PPE)** are worn according to the job requirement	• Personal protective equipment (PPE) • Procedures in wearing in PPE • Good Food Manufacturing Practices • Parts and functions of personal protective equipment	• Checking PPE • Practicing GMP
2. Observe personal hygiene and good grooming	2.1 Personal hygiene and good grooming is practiced in line with **workplace health and safety requirements**	• Good grooming and personal hygiene • Workplace health and safety requirements	• Practicing good grooming and personal hygiene practices
3. Implement food sanitation practices	3.1 Sanitary food handling practices are implemented in line with workplace sanitation regulations 3.2 Safety measures are observed in line with workplace safety practices.	• Proper waste disposal • Environmental protection and concerns • Food safety principles and practices • TQM and other food quality system principles	• Managing wastes • Implementing sanitary food handling practices • Practicing workplace safety

4. Render safety measures and first Aid procedures	4.1 ***Safety measures*** are applied according to workplace rules and regulations 4.2 ***First aid procedures*** are applied and coordinated with concerned personnel according to workplace standard operating procedures.	• Safety measures • First aid procedures • Parts and functions of personal protective equipment • First Aid Kit	• Applying safety measures • Applying first aid treatment • Practicing PPE • Coordinating with concerned personnel
5. Implement housekeeping activities	5.1 Work area and surroundings are cleaned in accordance with workplace health and safety regulations 5.2 Waste is disposed according to organization's waste disposal system 5.3 ***Hazards*** in the work area are recognized and reported to designated personnel according to workplace procedures	• Hazards in work area • Waste disposal • Housekeeping / 7's • Proper waste disposal	• Implementing housekeeping activities • Practicing proper waste disposal • Coordination skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manufacturer's specifications	**May include:** 1.1 Handling 1.2 Operating 1.3 Discharge Label 1.4 Reporting 1.5 Testing 1.6 Positioning 1.7 Refilling
2. Personal protective equipment(PPE)	**May include:** 2.1 Apron/laboratory gown 2.2 Mouth masks 2.3 Gloves 2.4 Rubber boots/safety shoes 2.5 Head gears such as caps, hair nets, earl plug
3. Workplace health and safety requirements	**May include:** 3.1 Health/Medical Certificate 3.2 DOLE requirements 3.3 BFAD requirements 3.4 Personal Hygiene and good grooming 3.5 Plant Sanitation and waste management
4. Safety measures	**May include:** 4.1 Labeling of chemicals and other sanitizing agents 4.2 Installation of firefighting equipment in the work area 4.3 Installation of safety signages and symbols 4.4 Implementation of 5S in the work area 4.5 Removal of combustible material in the work area
5. First aid procedures	**May include:** 5.1 Mouth to mouth resuscitation 5.2 CPR 5.3 Application of tourniquet 5.4 Applying pressure to bleeding wounds or cuts 5.5 First aid treatment for burned victims
6. Hazards	**May include:** 6.1 Physical 6.2 Biological 6.3 Chemical

EVIDENCE GUIDE

1. Critical aspects of competency	**Assessment requires evidence that the candidate:** 1.1 Cleaned, checked and sanitized personal protective equipment 1.2 Practiced proper personal hygiene and good grooming 1.3 Implemented workplace food safety practices 1.4 Applied first aid measures to victims 1.5 Implemented good housekeeping activities in the work area
2. Resource implications	**The following resources should be provided:** 2.1 Work area/station 2.2 First Aid kit 2.3 PPE relevant to the activities 2.4 Fire extinguisher 2.5 Stretcher 2.6 Materials, tools and equipment relevant to the unit of competency
3. Method of assessment	**Competency in this unit may be assessed through:** 3.1 A combination of direct observation and questioning of a candidate processing foods.
4. Context of assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY   :   USE STANDARD MEASURING DEVICES AND INSTRUMENTS

UNIT CODE   :   PFB751211

UNIT DESCRIPTOR   :   This unit covers skills and attitude required to use standard measuring devices, instruments in the workplace.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify standard measuring devices and instruments	1.1 **Standard measuring devices and instruments** are identified according to manufacturer's specifications 1.2 Devices and instruments for measuring are properly checked, sanitized and calibrated prior to use	• Safe handling of measuring devices and instruments • Specifications and functions of measuring devices and instruments • Defects and breakages of measuring devices and instruments • Procedures in sanitizing and calibrating and stowing equipment and instruments	• Communication skills • Sanitary handling of devices and instruments • Calibrating skills
2. Review the procedures in using standard Measuring devices and instruments	2.1 Procedures in using the **standard measuring devices** and instruments are recalled according to manufacturer's specifications 2.2 Printed procedures/ brochures/ catalogues are consulted according to specified **food processing methods**	• Procedures in using different standard measuring devices • Different food processing methods	• Reading and following printed manuals and brochures • Using standard measuring devices

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Follow procedures of using measuring devices and instruments	3.1 Methods/practices of using measuring devices and instruments are strictly observed according to manufacturer's specifications and workplace requirements 3.2 Measuring devices and instruments are cleaned, wiped dry and stowed after use to ensure conformity with workplace requirements	• Methods/practice of using measuring devices and instruments • Procedures in cleaning, and stowing equipment and instruments	• Applying methods/practices in using measuring devices and instruments • Cleaning and stowing measuring devices and instruments

RANGE OF VARIABLES

VARIABLE	RANGE
1. Standard measuring devices	May include: 1.1 Weighing scales and balances of various capacities and sensitivities 1.2 Measuring cups of varying capacities for dry ingredients 1.3 Measuring cups of varying capacities for liquid ingredients

2. Standard Measuring Instruments	May include:
	
	2.1 Salinometer
	2.2 Thermometers of varying temperature range (0-300 C)
	    2.2.1 Refractometer of varying range (0 – 90 B)
	    2.2.2 Glasswares like cylinders, beakers, flasks) of varying graduations

3. Food Processing Methods	May include: 3.1 Process foods by Salting, Curing and Smoking 3.2 Process foods by Fermentation and Pickling 3.3 Process foods by Canning and Bottling 3.4 Process foods by Sugar Concentration 3.5 Process foods by Drying and Dehydration

EVIDENCE GUIDE

1. Critical aspects of competency	**Assessment requires evidence that the candidate:** 1.1 Identified, prepared and calibrated standard measuring devices and instruments 1.2 Followed correctly the procedures in using standard measuring devices and instruments 1.3 Followed proper cleaning and sanitizing and stowing procedures of measuring devices and equipment before and after use
2. Resource implications	**The following resources should be provided:** 2.1 Work area/station 2.2 Materials, tools and equipment relevant to the Unit of Competency
3. Method of assessment	**Competency in this unit may be assessed through:** 3.1 Direct observation and questioning of a candidate using measuring devices and instruments
4. Context of assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **PERFORM MATHEMATICAL COMPUTATIONS**

UNIT CODE : **PFB751213**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude to perform mathematical computations in the workplace.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather and Tabulate the Recorded Data	1.1 Records of **weights and measurements** of raw materials and ingredients are gathered and summarized according to workplace standard operating procedures 1.2 Records of weights and measurements of finished processed products are gathered and summarized according to workplace standard operating procedures 1.3 Summarized data are tabulated according to enterprise requirements	• Data gathering • Record keeping • Data summary and analysis • Basic Mathematical Operations	• Gathering data • Keeping of records • Summarizing and analyzing data • Basic Mathematical skills • Basic Accounting skills
2. Review the Various Formulations	2.1 Raw materials and ingredients and percentage formulations are checked/counter checked according to approved specifications and enterprise requirements	• Percentages and formulations of raw materials and ingredient and finished products • Procedures in checking raw materials and finished products	• Checking percentages formulations of raw materials and ingredient • Reviewing percentages and formulations of

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 Finished products and percentage formulations are reviewed according to approved specifications and enterprise requirements	formulation and percentages • Basic Mathematical Operations	finished products • Numeracy skills
3. Calculate Production Input and Output	3.1 Data on raw material consumption and corresponding percentage equivalent are calculated in line with enterprise requirements 3.2 Data on actual spoilage and rejects and corresponding percentage equivalents are calculated according to enterprise requirements 3.3 Data on actual yields and recoveries and corresponding percentage equivalents are calculated according to enterprise requirements 3.4 All calculated data are recorded according to enterprise requirements	• Record keeping • Mensuration • Fraction, ratios and proportions • Basic Mathematical Operations • Conversion factors • Percentage formulation	• Basic Mathematical skills • Recording skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Compute Production Cost	4.1 ***Costs of production*** are computed according to organization's standard procedures 4.2 Computed costs of production are reviewed and validated according to organization's production requirements	• Cost of production • Validation procedures for computer costs • Basic Mathematical Operations	• Basic Mathematical skills • Basic Accounting skills • Reviewing and validating computed costs

RANGE OF VARIABLES

VARIABLE	RANGE
1. Weights and measurements	**May include:** 1.1 Gravimetric 1.2 Volumetric 1.3 Lengths, diameters, widths 1.4 Seam measurements 1.5 Hotness/coldness (temperature) 1.6 Concentrations of solutions
2. Costs of production	**May include:** 2.1 Ingredient formulation 2.2 Percentage formulation 2.3 Conversion 2.4 Ratios and proportion 2.5 Spoilage and rejects and corresponding percentages 2.6 Recoveries and yields and corresponding percentages

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Gathered the records of weights and measurements of raw materials/ingredients and finished processed products 1.2 Summarized and tabulated all raw data gathered 1.3 Calculated the production inputs and outputs 1.4 Computed the costs of production 1.5 Reviewed all formulations and concentrations of solutions according to specifications and standards of the enterprise
2. Resource Implications	**The following resources should be provided:** 2.1 Work area/station 2.2 Materials relevant to recording and documentation of production data 2.3 Computer with printer and software 2.4 Calculator 2.5 Work table
3. Methods of Assessment	**Competency in this unit must be assessed through:**

	3.1	A combination of direct observation and questioning of a candidate computing costs of production
	3.2	Submission of a written report showing a record of production data including raw data
4. Context of Assessment	4.1	Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **IMPLEMENT GOOD MANUFACTURING PRACTICE PROCEDURE**

UNIT CODE : **PFB751213**

UNIT DESCRIPTOR : This unit coverts the knowledge, skills, and attitude required to comply with relevant Good Manufacturing Practice (GMP) codes through the implementation of workplace GMP and quality procedures.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify requirements of GMP related to own work	1.1. Sources of information on GMP requirements are located 1.2. GMP requirements and responsibilities related to own work are identified	• GMP Requirements • GMP Codes of practice, policies and procedures • GMP Role of internal and external auditors • Contamination events and performance improvement processes procedures • Personal clothing and footwear requirements at work areas • Use of personal clothing, storage and disposal requirements • Micro biological, physical and chemical contaminants • Basic concepts of quality assurance • Control methods and procedures used in GMP:	• Planning and organizing work (time management • Working with others and in teams • Practicing GMP • Following contamination investigation procedures

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		• GMP responsibilities and requirements relating to work role • Basic properties, handling and storage requirements of raw materials, packaging components and final product • Standards for materials, equipment and utensils used in the work area • Recall and traceability procedures relevant to work role • Procedures for identifying or isolating materials or product of unacceptable quality • Record keeping and the recording requirements of GMP.	

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Observe personal hygiene and conduct to meet GMP requirements	2.1. Personal hygiene meets GMP requirements 2.2. Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures 2.3. Personal movement around the workplace complies with area entry and exit procedures	• Workplace entry and exit procedures • Personal hygiene • PPE	• Following workplace entry and exit procedures • Practicing OSHS • Practicing GMP

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement GMP requirements when carrying out work activities	3.1. GMP requirements are identified 3.2. ***Work area***, materials, equipment and ***product*** are routinely monitored to ensure compliance with GMP requirements 3.3. Raw materials, packaging components and product are handled according to GMP and workplace procedures 3.4. Workplace procedures to control resource allocation and process are followed to meet GMP requirements 3.5. Common forms of contamination are identified and appropriate control measures are followed according to GMP requirements 3.6. The workplace is maintained in a clean and tidy order to meet GMP housekeeping standard	• Monitoring methods of work area, materials and equipment • Handling of raw materials, packaging components and product • Control resource allocation and processes in the workplace • Contaminants • Good Manufacturing Practices (GMP)	• Identifying GMP requirements • Monitoring routinely of work area, materials equipment and product • Handling of raw materials, packaging components and product • Maintaining cleanliness in the workplace

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Participate in improving GMP	4.1 Processes, practices or conditions which could result in non-compliance with GMP are identified and reported according to workplace reporting requirements 4.2 Corrective action is implemented within level of responsibility 4.3 GMP issues are raised with designated personnel	• Non-compliance and corrective action in GMP • Corrective actions	• Practicing GMP • Reporting workplace condition • Implementing corrective measures
5. Participate in validation processes	5.1 Validation procedures are followed to GMP requirements 5.2 Issues arising from validation are raised with designated personnel 5.3 Validation procedures are documented to meet GMP requirements	• Validation procedures in GMP • Issues arising from validation • Documentation of validation procedures	• Following validation procedures • Reporting issues arising from validation • Documenting validation procedures
6. Complete workplace documentation to support GMP	6.1 Documentation and recording requirements are identified 6.2 Information is recorded according to *workplace reporting procedures* to meet GMP requirements	• Documentation and workplace reporting procedures in GMP • Information and workplace reporting procedures	• Keeping records • Recording information

RANGE OF VARIABLES

VARIABLE	RANGE
1. OH&S requirements	May include: 1.1. OH&S legal requirements 1.2. Enterprise OH&S policies, procedures and programs
2. Work is carried out in accordance with regulatory requirements	May include: 2.1. Relevant regulations regarding food processing and food safety regulations 2.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3. Hygiene and sanitation requirements	May include: 3.1. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2. Requirements set out by Bureau of Food and Drugs 3.3. Workplace requirements
4. Workplace requirements	May include: 4.1. Work instructions 4.2. Standard operating procedures 4.3. OH&S requirements 4.4. Quality assurance requirements 4.5. Equipment manufacturers' advice 4.6. Material Safety Data Sheets 4.7. Codes of Practice and related advice
5. Products	May include: 5.1 Raw materials 5.2 Packaging components and consumables 5.3 Part-processed product 5.4 Finished product 5.5 Cleaning materials
6. Responsibility and reporting systems	May include: 6.1. Responsibility for applying Good Manufacturing Practice relates to the person's work area 6.2. Reporting systems may include electronic and manual data recording and storage systems

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidences that the candidate :**
	1.1 Located and followed workplace information relating to GMP responsibilities
	1.2 Maintained personal hygiene consistent with GMP
	1.3 Followed workplace procedures when moving around the workplace and/or from one task to another to maintain GMP
	1.4 Used, stored and disposed of appropriate clothing/footwear as required by work tasks and consistent with GMP
	1.5 Identified and reported situations that do or could compromise GMP
	1.6 Applied appropriate control measures to control contamination
	1.7 Recorded results of monitoring, and maintain records as required by GMP
	1.8 Followed validation procedures within level of responsibility
	1.9 Identified and responded to out-of-specification or unacceptable raw materials, packaging components, final or part processed product within level of responsibility
	1.10 Followed procedures to isolate or quarantine non-conforming product
	1.11 Handled, cleaned and stored equipment, utensils, raw materials, packaging components and related items according to GMP and workplace procedures
	1.12 Maintained GMP for own work
	1.13 Handled and/or disposed of out-of-specification or contaminated materials, packaging components/consumables and product, waste and recyclable material according to GMP as required by work responsibilities
	1.14 Maintained the work area in a clean and tidy state
	1.15 Identified and reported signs of pest infestation
2. Resource Implication	**The following resources should be provided:**
	2.1 Workplace location and access to workplace policies
	2.2 Materials relevant to the proposed activity and tasks
3. Methods of Assessment	**Competency in this unit must be assessed using at least two (2) of the following methods:**
	3.1 A combination of direct observation and oral questioning
	3.2 Written report

	3.3 Written Examination
	3.4 Portfolio
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY　:　IMPLEMENT ENVIRONMENTAL POLICIES AND PROCEDURES

UNIT CODE　　　　　:　PFB751215

UNIT DESCRIPTOR　: This unit covers skills and attitude required to implement environmental policies and procedures when carrying out work responsibilities.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Conduct work in accordance with environmental policies and procedures	1.1. Immediate work area is routinely checked to ensure compliance with environmental requirements 1.2. *Hazards* and unacceptable performance are identified, removed and/or reported to appropriate personnel according to workplace procedures 1.3. Workplace procedures and work instructions are followed 1.4. Where control requirements are not met, incidents are promptly reported and corrective action is taken 1.5. Measures used to minimize and handle waste are followed	• Workplace approach to managing environmental issues • Responsibilities of self and employer to manage environmental issues on site • Sources of advice on environmental issues in the workplace • Environmental hazards and risks associated with the work • Work procedures as they relate to environmental responsibilities • Procedures used to prevent or control environmental risks associated with own work • Basic concepts of hazard identification, risk	• Planning and organizing work (time management) • Working with others and in teams • Practicing environmental skills

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.6. Environmental data is recorded in required format according to workplace reporting requirements	assessment and control options • Identifying and responding to hazards • Impact of work practices on resource utilization and wastage • Procedures used to handle and dispose of waste • The difference between trade waste and storm water drains • Consequences of inappropriate waste handling and disposal • Procedures for responding to unplanned incidents such as spills and leaks • Emergency response system and procedures • Responsible use of resources in own work area • Reporting procedures and responsibilities • Consultative processes in the workplace for raising issues/ suggestions on	

ELEMENT	PERFORMANCE CRITERIA _Italicized terms_ are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		environmental issues	
2. Participate in improving environmental practices at work	2.1 Processes or conditions which could result in an unacceptable environmental outcome are identified and reported according to workplace reporting requirements. 2.2 Corrective action is taken in accordance with the environmental management and emergency response plans as required. 2.3 Contributions are made to participative arrangements for managing environmental issues in the workplace within workplace procedures and level of responsibility.	• Unacceptable environmental outcomes • Corrective actions • Emergency response plan • Improvement in environmental practices • Report preparation	• Identifying and reporting unacceptable environmental outcomes • Implementing corrective actions • Participating in improvement of environmental practices • Practicing written communication skills
3. Respond to an environmental emergency	3.1 Emergency situations are identified and reported according to workplace	• Emergency situations • Emergency procedures	• Identifying emergency situations

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures		• Following emergency procedures • Practicing written communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OH&S requirements	**May include:** 1.1. OH&S legal requirements 1.2. Enterprise OH&S policies, procedures and programs
2. Work is carried out in accordance with regulatory requirements	**May include:** 2.1. Relevant regulations regarding food processing and food safety regulations 2.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3. Hygiene and sanitation requirements	**May include:** 3.1. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2. Requirements set out by Bureau of Food and Drugs 3.3. Workplace requirements
4. Workplace requirements	**May include:** 4.1. Work instructions 4.2. Standard operating procedures 4.3. OH&S requirements 4.4. Quality assurance requirements 4.5. Equipment manufacturers' advice 4.6. Material Safety Data Sheets 4.7. Codes of Practice and related advice
5. Identification and control of hazards	**May include:** 5.1. Procedures are available that outline appropriate response to environmental incidents, accidents and emergencies 5.2. At this level identification and control of environmental hazards relates to own work. Corrective action typically involves recognizing any event which occurs as part of the work process and presents an unacceptable environmental risk or outcome, taking corrective action within level of responsibility, and/or reporting to the appropriate person in the work area 5.3. Work responsibilities may involve handling of hazardous waste 5.4. An environmental hazard is any activity, product or service that has the potential to affect the environment. This may also be referred to as an environmental aspect 5.5. An environmental risk is the likelihood that the hazard can cause harm to the environment 5.6. A control measure is a method or procedure used to prevent or minimize environmental risks

VARIABLE	RANGE
	5.7. Responsibility for identifying and controlling environmental risks relates to immediate work responsibilities 5.8. Participating in improvement may involve participation in structured improvement programs, one-off projects and day-to-day problem solving and consultative groups

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidences that the candidate :** 1.1 Accessed and apply workplace information on environmental policies and procedures relating to own work 1.2 Fitted and used appropriate personal protective clothing and equipment 1.3 Checked own work area to identify environmental hazards 1.4 Reported hazards according to workplace procedure in a clear and timely manner 1.5 Followed work procedures to control or minimize environmental risk. This may include monitoring parameters set for environmental aspects such as airborne particulate, noise, and water quality. It may also include demonstrating use of emergency equipment according to work role requirements 1.6 Recorded environmental information as required by the environmental management program 1.7 Participated in processes to raise issues and suggestions to improve environmental issues management. This requires appropriate communication skills to structure and present information and interact with others 1.8 Followed procedures to collect, deposit, recycle and/or dispose of waste in own work area 1.9 Followed procedures to respond to environmental emergencies such as spills and emissions. This may include following procedures to alert the appropriate emergency services 1.10 Maintained housekeeping standards in work area
2. Resource Implications	**The following resources should be provided:** 2.1 Workplace location and access to workplace policies 2.2 Materials relevant to the proposed activity and tasks
3. Methods of Assessment	**Competency in this unit must be assessed using at least two (2) of the following methods:** 3.1 A combination of direct observation and oral questioning 3.2 Written report

	3.3 Written Examination
	3.4 Portfolio
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

CORE COMPETENCIES

UNIT OF COMPETENCY : **HANDLE AND SHARPEN KNIVES**

UNIT CODE : **CS-PFB751301**

UNIT DESCRIPTOR : This unit covers knowledge, skills, and attitude required to sharpen and handle knives for safe and effective use in Halal Slaughtering.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

1. Sharpen exclusive and dedicated Halal knives	1.1 Exclusive and dedicated Halal knives, whetstone and/or grinding machine*,* and *personal protective equipment (PPE)* are identified and prepared in accordance with *workplace* and *regulatory requirements*
	 1.2 *Parts* and the *types of knives* are identified and indicated in accordance with workplace requirements
	 1.3 Exclusive and dedicated Halal knives are sharpened to maintain the bevel and cutting edge using sharpening tools and equipment in accordance with workplace requirements
	 1.4 Exclusive and dedicated Halal honing rod is used to correctly align and smoothen the cutting edge of the knife
	 1.5 Exclusive and dedicated Halal knives are handled and used in a manner to minimize the risk of injuries in accordance with workplace requirements
		SCIENCE
		 1.1 Concepts and principles in handling and sharpening knives
		 1.2 Anatomy of knife and sharpening tools and equipment and their uses
		 1.3 Different types and uses of knives and sharpening tools and equipment
		 TECHNOLOGY
		 1.4 Techniques in handling and sharpening knives
		 ENVIRONMENT
		 1.5 Safety and hazard-related concerns with handling and sharpening knives
		 MATHEMATICS
		 1.6 Angle of knife in sharpening
		 LAWS
		 1.7 Occupational Safety and Health Standards (OSHS) Law
		   1.7.1 Safe work practices
		 1.8 Islamic Law
		   1.8.1 Non-Halal contamination
			1.1 Identifying exclusive and dedicated Halal knives, whetstone and/or grinding machine, and PPE
			 1.2 Identifying the parts, types, and uses of knives
			 1.3 Maintaining correct bevel and cutting edge during knife sharpening
			 1.4 Aligning cutting edge using honing rod
			 1.5 Observing safe handling of knives

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.8.2 Dedicated for Halal purposes/concerns	
2 Maintain exclusive and dedicated Halal knives, sharpening tools and equipment	2.1 exclusive and dedicated Halal Knives, sharpening tools, and equipment are cleaned and sanitized in accordance with workplace requirements 2.2 exclusive and dedicated Halal knives, sharpening tools and equipment are stored properly in accordance with workplace requirements	**SCIENCE** 2.1 Proper storage of knives and sharpening tools **ENVIRONMENT** 2.1 Safety and hazard-related concerns with handling and sharpening knives 2.2 Hygiene and sanitation requirements of knives and sharpening tools and equipment **COMMUNICATION** 2.3 Work instructions **LAWS** 2.4 Occupational Safety and Health Standards (OSHS) Law 2.4.1 Safe work practices 2.5 Islamic Law 2.6 Obligatory Cleansing 2.7 Non-halal contamination	2.1 Cleaning and sanitizing exclusive and dedicated Halal knives and sharpening tools and equipment 2.2 Storing exclusive and dedicated Halal knives and sharpening tools and equipment 2.3 Observing safe work practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Exclusive and dedicated Halal Personal Protective Equipment (PPE)	**May include:** 1.1 Apron 1.2 Protective head and hair covering 1.3 Protective hand and arm covering 1.4 Ear plugs/muffs 1.5 Safety goggles
2. Workplace Requirements	**May include:** 2.1 Sanitation Standard Operating Procedures (SSOP) 2.2 Good Hygienic Slaughtering Practices (GHSP) 2.3 Good Manufacturing Practices (GMP) 2.4 Operation's Manual 2.5 Occupational Safety and Health (OSH) Program 2.6 Halal Assurance Management System (HAS)
3. Regulatory Requirements	**May include:** 3.1 Islamic Law 3.2 Occupational Safety and Health Standards (OSHS) Law (RA 11058)
4. Parts of a Knife	**May include:** 4.1 Handle 4.2 Heel 4.3 Back 4.4 Cutting edge 4.5 Bevel 4.6 Tip 4.7 Point
5. Types of a Knife	**May include:** 5.1 Butcher's Knife 5.2 Flaying Knife

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate must demonstrate: 1.1 Sharpened exclusive and dedicated Halal knives 1.2 Maintained exclusive and dedicated Halal knives sharpening tools and equipment
2. Resource Implications	The following with resources should be provided: 2.1 Halal compliant work location 2.2 Exclusive and dedicated Halal tools and equipment appropriate to knife sharpening 2.3 Exclusive and dedicated Halal materials relevant to the activity and tasks
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration with questioning 3.2 Interview
4. Context of Assessment	Competency may be assessed in a Class "AAA" or "AA" Halal Compliant Slaughterhouse or at an accredited TESDA Assessment Center *Memorandum of Agreement with the slaughterhouse for the practical session*

UNIT OF COMPETENCY : **PERFORM PRE-SLAUGHTER HANDLING PROCEDURES**

UNIT CODE : **CS-PFB751302**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to move (handle), and restrain the animal. This unit also includes preparation of exclusive and dedicated Halal tools, equipment, and personal protective equipment (PPE) before commencing to actual slaughtering procedure

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare exclusive and dedicated Halal tools, equipment, and Personal Protective Equipment	1.1 Exclusive and dedicated Halal *tools, equipment*, and *Personal Protective Equipment (PPE)* are identified and prepared in accordance with *regulatory* and *workplace requirements* 1.2 Exclusive and dedicated Halal tools and equipment are checked if in good working condition in accordance with manufacturer's specifications 1.3 *Obligatory cleansing* of exclusive and dedicated Halal tools, equipment, and personal protective equipment (PPE) are performed in accordance with Islamic Law	**SCIENCE** 1.1 Different Types of Tools and Equipment Used in Slaughtering 1.2 Use of PPE **ENVIRONMENT** 1.3 Safety and hazard-related concerns with handling and maintaining tools and equipment **COMMUNICATION** 1.4 Work Instructions **LAWS** 1.5 Islamic Law 1.5.1 Non-Halal contamination	1.1 Identifying and preparing exclusive and dedicated Halal tools, equipment, and PPE 1.2 Checking exclusive and dedicated Halal tools and equipment 1.3 Obligatory cleansing of exclusive and dedicated Halal tools, equipment, and PPE
2. Move and restrain animal	2.1 Animal is conveyed from the lairage to the restraining box using appropriate exclusive	**SCIENCE** 2.1 Understanding Animal Behavior	2.1 Handling and moving of animals in a humane manner such as

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	and dedicated Halal handling tools and restraining equipment in accordance with regulatory and workplace requirements 2.2 Animal is humanely and safely restrained in an appropriate position in accordance with Islamic Law and regulatory requirements 2.3 Halal slaughterer demonstrated *qualities of a good animal handler*	2.2 Animal Handling Procedures 2.3 Restraining Methods **TECHNOLOGY** 2.4 Proper operation and usage of restraining tools and equipment 2.5 Proper application of handling tools **ENVIRONMENT** 2.6 Safety and hazard-related concerns with handling and restraining animals **COMMUNICATION** 2.7 Work Instruction **LAWS** 2.8 Animal Welfare Act 2.9 Humane handling of animals 2.10 Islamic Law 2.10.1 Ruling on animal slaughter	flight zone and point of balance 2.2 Demonstrating animal restraining procedure 2.3 Demonstrating qualities of a good animal handler

RANGE OF VARIABLES

VARIABLE	RANGE

1. Exclusive and dedicated Halal Tools	**May include:**
	1.1 Handling Tools:
	   1.1.1 Flags
	   1.1.2 Rattles
	1.2 Knives
	1.3 Honing Rod
	1.4 Scabbard with Belt Chain
	1.5 Whetstone
	1.6 Grinding Machine
	1.7 Hooks
	1.8 Spreader
	1.9 Hoist and Shackle
	1.10 Cradle
	1.11 Offal Buggy
	1.12 Paunch Truck
	1.13 Crates and Plastic Containers

2. Exclusive and dedicated Halal Equipment	**May include:**
	2.1 Restraining equipment
	   2.1.1 Restraining Box
	   2.1.2 Catching Enclosure
	   2.1.3 Chin Lift
	   2.1.4 Head Restraint
	   2.1.5 Belly Lift
	   2.1.6 Rear Pusher
	2.3 Brisket Saw
	2.4 Splitting Saw
	2.5 Tool Sterilizer
	2.6 Elevated Platform

3. Exclusive and dedicated Halal Personal Protective Equipment (PPE)	3.1 May include: 3.2 Uniforms, Cover-All, Apron 3.3 Work, safety or waterproof footwear or boots 3.4 Protective head and hair covering 3.5 Protective hand and arm covering 3.6 Ear plugs/muffs
4. Regulatory Requirements	**May include:** 4.1 Islamic Law 4.2 Occupational Safety and Health Standards (OSHS) Law (RA 11058) 4.3 Meat Inspection Code of the Philippines (RA 9296) as amended by RA 10536 4.4 Animal Welfare Act of 1998 (RA 8485) as amended by RA 10631

	4.5 Sanitation Code of the Philippines (PD 856)
5. Workplace Requirements	**May include:** 5.1 Standard Operating procedures (SOP) 5.2 Good Manufacturing Practices (GMP) 5.3 Good Hygienic Slaughter Practices (GHSP) 5.4 Occupational Safety and Health Standards (OSHS) 5.5 Wearing appropriate Personal Protective Equipment (PPE) 5.6 Hygiene and sanitation requirements 5.7 Quality assurance requirements
6. Obligatory Cleansing	**May include: (obligatory)** 6.1 The water to be used should be natural (*mutlaq*), not *musta'mal*, and free from *najs* 6.2 The water is mixed with soil, clay soap, or soil-based soap 6.3 The amount of soil used should be appropriate to harden the water or to be considered jelly; 6.4 During the first wash, the presence of the forbidden materials shall be removed completely; 6.5 A leftover check should be conducted before continuing to the next wash [wash 2 of 7]; 6.6 The water from first cleansing shall not remain behind and the next wash shall be counted as the second wash. 6.7 Repeat the wash seven (7) times 6.8 The cleaning process is performed one time only and may not be conducted more than once.
7. Qualities of a Good Animal Handler	**May include:** 7.1 Calm 7.2 Patient 7.3 Quiet 7.4 Confident

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Prepared exclusive and dedicated Halal tools, equipment and Personal Protective Equipment PPE 1.2 Moved and restrained animal
2. Resource Implications	**The following with resources should be provided:** 2.1 Halal compliant work location 2.2 Exclusive and dedicated Halal tools and equipment and materials relevant to the activity and task
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Written Examination
4. Context of Assessment	Competency may be assessed in a Class "AAA" or "AA" Halal compliant Slaughterhouse or at an accredited TESDA Assessment Center *Memorandum of Agreement with the slaughterhouse for the practical session*

UNIT OF COMPETENCY   : PERFORM SLAUGHTERING PROCEDURES

UNIT CODE   : CS-PFB751303

UNIT DESCRIPTOR   : This unit covers the knowledge, skills, and attitudes required to slaughter a large ruminant such as shackling and lifting the dead animal into the overhead rail, cradle process, completion of flaying, brisket opening, eviscerating, splitting, and quartering the carcass.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

1. Apply hygiene and sanitation practices	1.1 Possible *sources of contamination* are identified and addressed in accordance with workplace requirements
	1.2 Proper donning of exclusive and dedicated Halal PPE is performed in accordance with regulatory and workplace requirements
	1.3 Proper handwashing is performed before and after each *slaughter task* in accordance with the workplace requirements
	1.4 Proper washing of exclusive and dedicated knives are performed before and after each slaughter task in accordance with the workplace requirements.
	1.4 Exclusive and dedicated Halal tools and equipment, as well as apron and boots are washed and cleaned before and after each slaughter task in accordance with workplace requirements
		COMMUNICATION
		1.1 Workplace Instructions
		ENVIRONMENT
		1.2 Safety and hazard-related concerns with handling and maintaining tools and equipment
		SCIENCE
		1.3 Sources of contamination including corrective action required in case of contamination
		1.4 Proper handwashing technique
		LAWS
		1.5 Islamic Law
		  1.5.1 Hygienic and sanitation principles
		1.6 Occupational Safety and Health Standards (OSHS) Law
		  1.6.1 Safe work practices
		1.7 Code of Sanitation
		  1.7.1 Hygiene and sanitation practices
		1.8 Meat Inspection Code
			1.10 Identifying sources of contamination
			1.11 Donning of exclusive and dedicated Halal Personal Protective Equipment
			1.12 Demonstrating proper handwashing techniques
			1.13 Demonstrating proper hygiene and sanitation of exclusive and dedicated Halal tools and equipment before and after use
			1.14 Demonstrating hygienic handling of carcass

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.5 Hygienic handling of the carcass is demonstrated in accordance with regulatory and workplace requirements	1.8.1 Good Hygienic Slaughtering Practices **TECHNOLOGY** 1.9 Proper hand washing techniques	

2. Shackle and hoist animal	2.1 Animal is checked and observed for *signs of death* before continuing slaughter process
	2.2 Esophagus of animal is tied or clipped in accordance with workplace requirements
	2.3 Animal is shackled and hoisted in accordance with workplace requirements
	2.4 Animal is secured at the overhead rail in accordance with workplace requirements
		SCIENCE
		2.1 Correct location and position of shackle on the animal
		2.2 Characteristics of a dead animal
		TECHNOLOGY
		2.3 Hoisting/lifting procedures
		ENVIRONMENT
		2.4 Safety and hazard-related concerns with handling and shackling animals
		COMMUNICATION
		2.5 Work instruction
		LAWS
		2.6 Islamic Law
		    2.6.1 Ruling on animal slaughter
		2.7 Meat Inspection Code
		    2.7.1 Good Hygienic Slaughtering Practices
			2.1 Identifying the slaughter process
			2.2 Checking and observing signs of death
			2.3 Locating and tying or clipping of esophagus
			2.4 Shackling and hoisting of animal

3. Perform cradle process	3.1 Animal is laid in a dorsal recumbent position to the cradle and the shackle is removed in accordance with workplace requirements 3.2 Head and hocks (feet) are removed in accordance with workplace requirements 3.3 Midline of the hide is ripped using a knife and continued to the partial flaying of the side in	**SCIENCE** 3.1 Anatomy of the large ruminant relevant to the cradle process 3.2 Sources of contamination including corrective action required in case of contaminations **TECHNOLOGY** 3.3 Proper flaying techniques 3.4 Proper knife handling	3.1 Removing shackle 3.2 Removing head and hocks 3.3 Ripping midline of the hide and flaying of the side 3.4 Outlining brisket 3.5 Applying proper flaying techniques without damaging the hide and carcass 3.6 Removing genitals for male

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

	accordance with workplace requirements
	3.4 Brisket is outlined using knife in accordance with workplace requirements
	3.5 If male, genitals are removed in accordance with workplace requirements. If female, the genitals are tied or clipped and cut along with the rectum in accordance with workplace requirements
	3.6 Rectum is tied or clipped and cut in accordance with workplace requirements
	3.7 Tail is cut and removed in accordance with workplace requirements
		ENVIRONMENT
		3.7 Safety and hazard-related concerns with handling meat and operating tools and equipment
		
		COMMUNICATION
		3.8 Work Instructions
		
		LAWS
		3.9 Islamic Law
		  3.9.1 Ruling on animal slaughter
		3.10 Meat Inspection Code
		  3.10.1 Good Hygienic Slaughtering Practices
		3.11 Occupational Safety and Health Standards (OSHS) Law
		  3.11.1 Safe work practices
		3.12 Code of Sanitation
		  3.12.1 Hygiene and sanitation practices
			3.7 Tying of genitals for female
			3.8 Tying or clipping and cutting rectum
			3.9 Removing tail

4. Perform completion of the flaying	4.1 Partially flayed carcass is hooked and hoisted vertically from the cradle 4.2 Shanks are spread using a spreader 4.3 Partially flayed carcass is transferred to the next overhead rail and pulled using hook to the brisket opening station 4.4 Hide is completely removed using flaying knife without damaging the carcass or hide 4.5 The smooth and precise control of flaying during	**SCIENCE** 4.1 Anatomy of the large ruminant relevant to the flaying 4.2 Sources of contamination including corrective action required in case of contaminations **TECHNOLOGY** 4.3 Techniques in handling knives and flaying	4.1 Hooking and hoisting partially flayed carcass 4.1 Using spreader to the shanks 4.2 Removing hide 4.3 Demonstrating proper flaying techniques without damaging the hide and carcass

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

	the process is demonstrated.	**ENVIRONMENT**
		4.4 Safety and hazard-related concerns with handling meat and operating tools and equipment
		
		COMMUNICATION
		4.5 Work Instructions
		
		LAWS
		4.6 Islamic Law
		  4.6.1 Ruling on animal slaughter
		4.7 Meat Inspection Code
		  4.7.1 Good Hygienic Slaughtering Practices
		4.8 Occupational Safety and Health Standards (OSHS) Law
		  4.8.1 Safe work practices
		4.9 Code of Sanitation
		  4.9.1 Hygiene and sanitation practices	

5. Perform brisket opening	5.1 Carcass is positioned in a secure and stable manner 5.2 Brisket is cut and opened using a brisket saw without damaging the internal organs and contaminating the carcass 5.3 Precise control of the brisket saw is demonstrated. Slips and uneven cuts are avoided	**SCIENCE** 5.1 Anatomy of the large ruminant relevant to the brisket opening 5.2 Sources of contamination including corrective action required in case of contaminations **TECHNOLOGY** 5.3 Operation of brisket saw	5.1 Securing position of the carcass 5.2 Cutting and opening brisket using brisket saw 5.3 Demonstrating precise control of brisket saw

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

		ENVIRONMENT
		5.4 Safety and hazard-related concerns with handling meat and operating tools and equipment
		
		COMMUNICATION
		5.5 Work instructions
		
		LAWS
		5.6 Islamic Law
		  5.6.1 Ruling on animal slaughter
		5.7 Meat Inspection Code
		  5.7.1 Good Hygienic Slaughtering Practices
		5.8 Occupational Safety and Health Standards (OSHS) Law
		  5.8.1 Safe work practices
		5.9 Code of Sanitation
		  5.9.1 Hygiene and sanitation practices	

6. Eviscerate carcass	6.1 Proper positioning and handling of knife is observed during the opening of abdomen 6.2 Clean and even abdominal cut is demonstrated 6.3 *Internal organs* are identified and removed without damaging and contaminating the organs and carcass in accordance with workplace requirements	**SCIENCE** 6.1 Anatomy of the large ruminant relevant to the eviscerating 6.2 Sources of contamination including corrective action required in case of contaminations **TECHNOLOGY** 6.3 Techniques in eviscerating and handling knives	6.1 Observing proper positioning and handling of the knife during opening of abdomen 6.2 Demonstrating clean and even abdominal cut 6.3 Identifying and removing internal organs

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

		ENVIRONMENT
		6.4 Safety and hazard-related concerns with handling meat and operating tools and equipment
		
		COMMUNICATION
		6.5 Work instructions
		
		LAWS
		6.6 Islamic Law
		    6.6.1 Ruling on animal slaughter
		6.7 Meat Inspection Code
		    6.7.1 Good Hygienic Slaughtering Practices
		6.8 Occupational Safety and Health Standards (OSHS) Law
		    6.8.1 Safe work practices
		6.9 Code of Sanitation
		    6.9.1 Hygiene and sanitation practices	

7. Split and quarter carcass	7.1 Carcass is positioned in a secure and stable manner 7.2 Carcass is split into halves along the midline of the vertebra using a splitting saw. 7.3 Precise control of the splitting saw is demonstrated. Slips or uneven cuts are avoided. 7.4 Carcass is quartered between the 12th and 13th rib in accordance with workplace requirements	**SCIENCE** 7.1 Anatomy of the large ruminant relevant to the splitting and quartering 7.2 Sources of contamination including corrective action required in case of contaminations **TECHNOLOGY** 7.3 Operation of splitting saw	7.1 Observing proper positioning of the carcass during splitting 7.2 Splitting of carcass using splitting saw 7.3 Demonstrating precise control of splitting 7.4 Quartering carcass

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

		ENVIRONMENT
		7.4 Safety and hazard-related concerns with handling meat and operating tools and equipment
		
		COMMUNICATION
		7.5 Work instructions
		
		LAWS
		7.6 Islamic Law
		    7.6.1 Ruling on animal slaughter
		7.7 Meat Inspection Code
		  7.7.1 Good Hygienic Slaughtering Practices
		7.8 Occupational Safety and Health Standards (OSHS) Law
		    7.8.1 Safe work practices
		7.9 Code of Sanitation
		    7.9.1 Hygiene and sanitation practices	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of Contamination	**May include:** 1.1 Physical Contamination 1.2 Chemical Contamination 1.3 Biological Contamination 1.4 Haram Contamination
2. Slaughter Task	**May include:** 2.1 Restraining 2.2 Slitting and bleeding 2.3 Tying or clipping and cutting of esophagus 2.4 Shackling and hoisting 2.6 Removing head and hocks 2.7 Tying or clipping and cutting of rectum 2.8 Removing genitals 2.9 Flaying 2.10 Brisket opening 2.11 Eviscerating 2.12 Splitting 2.13 Quartering 2.14 Final washing
3. Signs of Death	**May include:** 3.1 Absence of involuntary reflexes (pupillary, cornea, pinch, and kicking) 3.2 Absence of wheezing sound from the trachea and beating movement over the rib cage (Absence of breathing) 3.3 Absence of vocalization 3.4 Absence of aversion or withdrawal

4. Internal Organs	**May include:**
	4.1 Red offal
	    4.1.1 Trachea
	    4.1.2 Heart
	    4.1.3 Lungs
	    4.1.4 Liver with gallbladder
	    4.1.5 Diaphragm
	    4.1.6 Spleen
	    4.1.7 Kidneys
	4.2 White offal
	    4.2.1 Esophagus
	    4.2.2 Stomach
	    4.2.3 Pancreas
	    4.2.4 Large and small intestines
	    4.2.5 Female reproductive organ (as appropriate)

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Applied hygiene and sanitation practices 1.2 Shackled and hoisted animal 1.3 Performed cradle process 1.4 Performed completion of the flaying 1.5 Performed brisket opening 1.6 Eviscerated carcass 1.7 Split and quartered carcass
2. Resource Implications	**The following resources should be provided**: 2.1 Halal compliant Work location 2.2 Exclusive and dedicated Halal tools and equipment and materials relevant to the activity and task
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Written Examination
4. Context of Assessment	Competency may be assessed in a Class "AAA" or "AA" Halal compliant Slaughterhouse or at an accredited TESDA Assessment Center *Memorandum of Agreement with the slaughterhouse for the practical session*

UNIT OF COMPETENCY : **PERFORM POST-SLAUGHTER HANDLING PROCEDURES**

UNIT CODE : **CS-PFB751304**

UNIT DESCRIPTOR : This unit deals with the knowledge, skills, and attitude required in washing and trimming the carcass. It also includes cleaning and sanitizing tools, equipment, and work area after slaughtering operation

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

1. Wash and trim carcass	1.1 Possible sources of contamination are identified and addressed in accordance with workplace requirements
	1.2 *Carcass defects* are trimmed in accordance with regulatory and workplace requirements
	1.3 Carcass is washed and cleaned in accordance with workplace requirements
	1.4 Carcass is conveyed to the weighing area, chilling room, or dispatch area in accordance with workplace requirements *(as appropriate)*
		SCIENCE
		1.1 Sources of contamination including corrective action required in case of contamination
		1.2 Types and description of carcass defects
		
		ENVIRONMENT
		1.3 Safety and hazard-related concerns with handling and meat
		
		COMMUNICATION
		1.4 Work instructions
		
		LAWS
		1.5 Islamic Law
		  1.1.1 Ruling on animal slaughter
		1.6 Meat Inspection Code
		  1.5.1 Good Hygienic Slaughtering Practices
		1.7 Occupational Safety and Health Standards (OSHS) Law
		  1.6.1 Safe work practices
		1.8 Code of Sanitation
		  1.7.1 Hygiene and sanitation practices
			1.1 Identifying possible sources of contamination
			1.2 Trimming carcass defects
			1.3 Washing and cleaning carcass
			1.4 Conveying carcass

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Apply post-operation sanitation practices	2.1 Exclusive and dedicated Halal tools, equipment, and work area are cleaned and sanitized in accordance with workplace requirements 2.2 Exclusive and dedicated Halal tools and equipment are properly stored in accordance with workplace requirements	**SCIENCE** 2.1 Uses of Sanitizing Agents **TECHNOLOGY** 2.2 Application of sanitizing agent 2.3 Proper storing of exclusive and dedicated Halal tools and equipment **ENVIRONMENT** 2.4 Safety and hazard-related concerns with handling meat and operating tools and equipment 2.5 Waste Management **COMMUNICATION** 2.6 Workplace Instructions **LAWS** 2.7 Islamic Law 2.7.1 Hygienic and Sanitation Principles 2.7.2 Haram Contamination 2.8 Occupational Safety and Health Standards (OSHS) Law 2.8.1 Safe Workplace Practices 2.9 Code of Sanitation 2.10 Hygiene and sanitation practices	2.1 Washing and cleaning of exclusive and dedicated Halal tools, equipment, and work area 2.2 Applying correct sanitizing solution to exclusive and dedicated Halal tools, equipment, and work area 2.3 Storing tools and equipment

RANGE OF VARIABLES

VARIABLE	RANGE
1. Carcass Defects	**May include:** 1.1 Bruising 1.2 Hemorrhages 1.3 Broken Bones 1.4 Blood Clot

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Washed and trimmed carcass 1.2 Applied post-operation sanitation practices
2. Resource Implications	**The following resources should be provided**: 2.1 Halal compliant work location 2.2 Tools and equipment and materials relevant to the activity and task
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration with questioning 3.2 Oral questioning
4. Context of Assessment	Competency may be assessed in a Class "AAA" or "AA" Slaughterhouse or at an accredited TESDA Assessment Center *Memorandum of Agreement with the slaughterhouse for the practical session*

GLOSSARY OF TERMS

For the purpose of this competency standard, the in accordance with words are defined:

Abattoir or slaughterhouse – premises that are approved and registered by the controlling authority in which food animals are slaughtered and dressed for human consumption.

Carcass – the body of a slaughtered animal (without internal organs) consisting of meat, fats, bones and connective tissues.

>   **Carcass** – the body of any slaughtered animal after bleeding and dressing. *(Source: Meat Inspection Code R.A. No. 9296, as amended by R.A. No. 10536)*

Class "AA" – type of slaughterhouse with semi-automated/ semi-mechanized facilities and operational procedures that are adequate to slaughter food animals or cutting and packing of carcasses or primal parts for inter-provincial distribution and sale in any meat market nationwide. The application of Good Manufacturing Practices (GMP) program shall be required for this classification.

Class "AAA" – these are slaughterhouses with fully automated/ mechanized facilities and operational procedures that are adequate to slaughter food animals or cut and pack carcasses or primal parts for distribution and sale for domestic and international trade. The competent authority shall certify that the meat is fit for human consumption. The application of Hazard Analysis and Critical Control Point (HACCP) program shall be required for this classification.

Cleaning – removal of soil, food residue, dirt, grease or other objectionable matter to include color, taste and odor.

Cleansing - a specialized cleaning process that adheres to Muslim requirements. It aims not only to purify but also to filter and to remove all possible remaining traces of contaminants in total so as no evidence of contamination remains.

Contamination – means direct or indirect transmission of any biological or chemical agent, foreign matter or substances or not intentionally added to food that may compromise food safety or suitability. *(Source: Meat Inspection Code R.A. No. 9296, as amended by R.A. No. 10536)*

Evisceration – process of removing the internal organs in the abdominal and thoracic cavities

Food Animal – all domestic animals slaughtered for human consumption such as but not limited to cattle, carabaos, buffaloes, horses, sheep, goats, hogs, deer, rabbits, ostrich and poultry. *(Source: Meat Inspection Code R.A. No. 9296, as amended by R.A. No. 10536)*

Flaying or Dehiding – process of removing the hide for large ruminant

Good Manufacturing Practice (GMP) – means the conformance with codes of practice, industry standards, regulations and laws concerning production, processing, handling, labeling and sale of foods decreed by industry, local, national and international bodies with the intention of protecting the public from illness, product adulteration and fraud. *(Source: Meat Inspection Code R.A. No. 9296, as amended by R.A. No. 10536)*

Good Hygienic Slaughtering Practices (GHSP) – all practices regarding the conditions and measures at all slaughtering stages necessary to ensure the safety and wholesomeness of the meat and meat products.

Halâl – Arabic term which means permissible or lawful.

Halâl Slaughter – Slaughtering of animal in accordance to Shariah (Islamic law).

Islamic Law - law inspired by Allah (SWT) contained in the Holy Qurán and Hadith of the Prophet Muhammad (SAW) and other considered sources like jurisprudence (figh).

Lairage – pens, yards and other holding areas used for accommodating animals in order to give them necessary attention (such as water, feed, rest) before they are moved on or used for specific purposes including slaughter.

Large Ruminants – refers to cattle, carabao, etc.

Mutlaq - Arabic word that means to absolute or pure

Musta'mal Water - the water that is less than two qullah (approximately 192 L) that had been used for cleansing.

Najs - Arabic term which means filth or unclean.

National Meat Inspection Service (NMIS) – the sole national controlling / competent authority attached to the Department of Agriculture charged by the government with the control of meat hygiene and meat inspection.

Non-halal Contamination – a concern for halal food, which is subject to cross-contamination from products considered haram (not permitted).

Restraint – means the application to an animal of any procedure designed to restrict its movements. *(Source: OIE Terrestrial Animal Health Code)*

Sanitation Standard Operating Procedures (SSOPs) – a documented system for assuring that personnel, facilities, equipment and utensils are clean and where necessary, sanitized to specified levels prior to and during operations.

Slaughtering - an act of severing the trachea (halqum), esophagus (mari') and both the carotid arteries and jugular veins (wadajairi) to hasten the bleeding and death of the animal.

Stunning – means any mechanical, electrical, chemical or other procedure which causes immediate loss of consciousness; when used before slaughter, the loss of consciousness lasts until death from the slaughter process in the absence of slaughter, the procedure would allow the animal to recover consciousness. *(Source: OIE Terrestrial Animal Health Code)*

Vocalization – ruminant sound such as bellowing in cattle

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THE TECHNICAL EXPERT PANEL (TEP)

MR. CHRISTIAN RENZ M. JACOB
Science Research Specialist II
Department of Agriculture (DA)
Bureau of Animal Industry (BAI)
Animal Products Development Center (APDC)

MR. SEVASTIAN DALE L. ISIDRO
Administrative Aide V (Butcher)
Department of Agriculture (DA)
Bureau of Animal Industry (BAI)
Animal Products Development Center (APDC)

DR. EDUARDO JOSE T. MANUEL JR.
Veterinarian III/Head, Slaughter House Unit
Department of Agriculture (DA)
Bureau of Animal Industry (BAI)
Animal Products Development Center (APDC)

THE CS VALIDATORS

DR. NORODIN A. KUIT
Deputy Director
Muslim Mindanao Halal Certification
Board, Inc.

JOALEO SHAHID L. LINZAG
Halal Certification Department Head
Islamic Da'wah Council of the
Philippines, Inc. (IDCP Halal)

SCHEHERAZADE A. AMILBANGSA
Chief Operating Officer
Halal Development Institute of the
Philippines

NENA M. BALINDONG
Senior Technical Officer
Halal Development Institute of the
Philippines

JERON M. ANTOLING
Halal Technical Auditor
Islamic Da'wah Council of the
Philippines, Inc. (IDCP Halal)

ALEAH S. MARABUR
Chief, Manpower Development and
Skills Training Division
National Commission on Muslim
Filipinos, Bureau of Muslim Economic
Affairs

NOROLAIN J. BALT
Division Chief
National Commission on Muslim Filipinos

JAMILA A. MARANDA
Development Management Officer IV
National Commission on Muslim Filipinos

ANA SHAHANI B. BATUA
Administrative Officer V – Head, Central
Records Section
National Commission on Muslim Filipinos

SAMSARAH A. LAGUINDAB
Administrative Aide IV
National Commission on Muslim Filipinos

ALAYZA P. MASORONG
Development Management Officer II
National Commission on Muslim Filipinos

RASHID M. BANGCOLONGAN
President/Trainer
RAISE Training Center, Inc.

KATRINA L. SAWADJAAN
Job Order
National Commission on Muslim
Filipinos,
Bureau of Muslim Economic Affairs

GYPSY MAE B. CASURAO
Director for Innovations
Institute of International Culinary &
Hospitality Entrepreneurship (IChef)

TAHIR A. MALIKOL
Chef
Institute of International Culinary &
Hospitality Entrepreneurship (IChef)

RUDIO G. ABULENCIA
Officer-in-Charge
National Meat Inspection Service

SITTIE MALEAH FATIMA M. MACOG
Senior Meat Control Officer
Department of Agriculture
National Meat Inspection Service

MICHAEL A. MONTEREY
Meat Inspector III
Department of Agriculture
National Meat Inspection Service

THE CS VALIDATORS

ANWAR MARDI A. PARAWAN
Meat Inspector III
Department of Agriculture
National Meat Inspection Service

NORIKO D. ADRIANO
Senior TESD Specialist
TESDA Provincial Training Center –
Nueva Vizcaya

ANTONETTE M. PERALTA
Senior TESD Specialist
TESDA Provincial Training Center –
Quirino

The MANAGEMENT and STAFF of the TESDA Secretariat

Qualifications and Standards Office (QSO)
- **DIR. EL CID H. CASTILLO**, Executive Director

- Competency Standards Development Division
    - **MS. BERNADETTE S. AUDIJE**, Division Chief
    - **MR. EDWIN G. MAGLALANG**
    - **MR. JOEL C. FORNOLES**
    - **MS. JAUSTINE ANTHONY C. DAVID**

- Competency Programs and Systems Development Division
    - **MR. JOSEPH CYRUS P. SANTALISIS**