COMPETENCY STANDARDS

HALAL FOOD PROCESSING LEVEL III

PROCESSED FOOD AND BEVERAGES SECTOR

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

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HALAL FOOD PROCESSING LEVEL III

COMPETENCY STANDARDS FOR
HALAL FOOD PROCESSING LEVEL III

The **HALAL FOOD PROCESSING LEVEL III** consists of competencies that a person must achieve in overseeing slaughtering operations including meat processing chain.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
400311319	Lead workplace communication
400311320	Lead small teams
400311321	Apply critical thinking and problem solving techniques in the workplace
400311322	Work in a diverse environment
400311323	Propose methods of applying learning and innovation in the organization
400311324	Use information systematically
400311325	Evaluate occupational safety and health work practices
400311326	Evaluate environmental work practices
400311327	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)

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-PFB334301	Demonstrate comprehensive knowledge of Islamic Laws in slaughtering and meat processing
CS-PFB334302	Ensure slaughtering and meat processing activities comply with Islamic Laws
CS-PFB334303	Oversee and supervise Halal slaughtering and meat processing chain
CS-PFB334304	Ensure a safe and healthy working environment for all staff involved in slaughtering and meat processing
CS-PFB334305	Lead and supervise the team effectively to ensure compliance with Halal standards
CS-PFB334306	Demonstrate respect and understanding of diverse cultural practices related to Halal

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

❑ Halal Supervisor

SECTION 2 COMPETENCY STANDARDS

This section details the contents of the basic, common and core units of competency required in **HALAL FOOD PROCESSING LEVEL III.**

BASIC COMPETENCIES

UNIT OF COMPETENCY   :   **LEAD WORKPLACE COMMUNICATION**

UNIT CODE   :   **400311319**

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

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

ELEMENT	PERFORMANCE CRITERIA _Italicized terms_ are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.7 Communication and negotiation skills are applied and maintained in all relevant situations		
2. Lead workplace discussions	2.1 Response to workplace issues are sought following enterprise procedures 2.2 Response to workplace issues are provided immediately 2.3 Constructive contributions are made to _workplace discussions_ on such issues as production, quality and safety 2.4 Goals/ objectives and action plans undertaken in the workplace are communicated promptly	2.1 Organization requirements for written and electronic communication methods 2.2 Effective verbal communication methods 2.3 Workplace etiquette	2.1 Organizing information 2.2 Conveying intended meaning 2.3 Participating in variety of workplace discussions 2.4 Complying with organization requirements for the use of written and electronic communication methods 2.5 Effective clarifying and probing skills
3. Identify and communicate issues arising in the workplace	3.1 Issues and problems are identified as they arise 3.2 Information regarding problems and issues are organized coherently to ensure clear and effective communication 3.3 Dialogue is initiated with appropriate personnel 3.4 Communication problems and	3.1 Organization requirements for written and electronic communication methods 3.2 Effective verbal communication methods 3.3 Workplace etiquette 3.4 Communication problems and issues 3.5 Barriers in communication	3.1 Organizing information 3.2 Conveying intended meaning 3.3 Participating in a variety of workplace discussions 3.4 Complying with organization requirements for the use of written and electronic communication methods 3.5 Effective clarifying and probing skills 3.6 Identifying issues

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	issues are raised as they arise 3.5 Identify barriers in communication to be addressed appropriately		3.7 Negotiation and communication skills

RANGE OF VARIABLE

VARIABLE	RANGE
1. Methods of communication	May include: 1.1 Non-verbal gestures 1.2 Verbal 1.3 Face-to-face 1.4 Two-way radio 1.5 Speaking to groups 1.6 Using telephone 1.7 Written 1.8 Internet
2. Workplace discussions	May include: 2.1 Coordination meetings 2.2 Toolbox discussion 2.3 Peer-to-peer discussion

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Dealt with a range of communication/information at one time 1.2 Demonstrated leadership skills in workplace communication 1.3 Made constructive contributions in workplace issues 1.4 Sought workplace issues effectively 1.5 Responded to workplace issues promptly 1.6 Presented information clearly and effectively written form 1.7 Used appropriate sources of information 1.8 Asked appropriate questions 1.9 Provided accurate information
2. Resource Implications	The following resources should be provided: 2.1 Variety of Information 2.2 Communication tools 2.3 Simulated workplace
3. Methods of Assessment	Competency in this unit may be assessed through:

	3.1 Case problem
	3.2 Third-party report
	3.3 Portfolio
	3.4 Interview
	3.5 Demonstration/Role-playing
4. Context of Assessment	4.1 Competency may be assessed in the workplace or in a simulated workplace environment

UNIT OF COMPETENCY : **LEAD SMALL ITEMS**

UNIT CODE : **400311320**

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

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	personal considerations, whenever possible		
3. Set performance expectations for team members	3.1 Performance expectations are established based on client needs 3.2 Performance expectations are based on individual team member's knowledge, skills and aptitude 3.3 Performance expectations are discussed and disseminated to individual team members	3.1 One's roles and responsibilities in the team 3.2 Feedback giving and receiving 3.3 Performance expectation	3.1 Communication skills 3.2 Accurate empathy 3.3 Congruence 3.4 Unconditional positive regard 3.5 Handling of Feedback
4. Supervise team performance	4.1 **Performance is monitored** based on defined performance criteria and/or assignment instruction 4.2 Team members are provided with **feedback**, positive support and advice on strategies to overcome any deficiencies based on company practices 4.3 **Performance issues** which cannot be rectified or addressed within the team are referred to	4.1 Performance coaching 4.2 Performance management 4.3 Performance issues	4.1 Communication skills required for leading teams 4.2 Coaching skill

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	appropriate personnel according to employer policy 4.4 Team members are kept informed of any changes in the priority allocated to assignments or tasks which might impact on client/customer needs and satisfaction 4.5 Team operations are monitored to ensure that employer/client needs and requirements are met 4.6 Follow-up communication is provided on all issues affecting the team 4.7 All relevant documentation is completed on accordance with company procedures		

RANGE OF VARIABLE

VARIABLE	RANGE
1. Work requirements	May include: 1.1 Client profile 1.2 Assignment instructions
2. Team member's concerns	May include: 2.1 Roster/shift details
3. Monitor performance	May include: 3.1 Formal process 3.2 Informal process
4. Feedback	May include: 4.1 Formal process 4.2 Informal process
5. Performance issues	May include: 5.1 Work output 5.2 Work quality 5.3 Team participation 5.4 Compliance with workplace protocols 5.5 Safety 5.6 Customer service

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Maintained or improved individuals and/or team performance given a variety of possible scenario 1.2 Assessed and monitored team and individual performance against set criteria 1.3 Represented concerns of a team and individual to next level of management or appropriate specialist and to negotiate on their behalf 1.4 Allocated duties and responsibilities, having regard to individual's knowledge, skills and aptitude and the needs of the tasks to be performed 1.5 Set and communicated performance expectations for a range of tasks and duties within the team and provided feedback to team members
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 task
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written examination 3.2 Oral Questioning 3.3 Portfolio

4. Context of Assessment	4.1 Competency may be assessed in the workplace or in a simulated workplace environment

UNIT OF COMPETENCY : **APPLY CRITICAL THINKING AND PROBLEM-SOLVING TECHNIQUES IN THE WORKPLACE**

UNIT CODE : **400311321**

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

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.7 Industry codes and standards	
2. Analyze the causes of specific workplace challenges	2.1 Possible causes of specific problems are identified based on experience and the use of problem solving tools / analytical techniques. 2.2 Possible cause statements are developed based on findings. 2.3 Fundamental causes are identified per results of investigation conducted.	2.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize nonstandard situations. 2.2 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations. 2.3 Relevant equipment and operational processes. 2.4 Enterprise goals, targets and measures. 2.5 Enterprise quality 2.6 OSH and environmental requirement. 2.7 Enterprise information systems and data collation. 2.8 Industry codes and standards.	2.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) in examining specific challenges in the workplace. 2.2 Identifying extent and causes of specific challenges in the workplace. 2.3 Providing clear-cut findings on the nature of each identified workplace challenges.
3 Formulate resolutions to specific workplace challenges	3.1 All possible options are considered for resolution of the problem. 3.2 Strengths and weaknesses of	3.5 Competence includes a thorough knowledge and understanding of the process,	3.1 Using range of analytical techniques (e.g., planning, attention, simultaneous

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	possible options are considered. 3.3 Corrective actions are determined to resolve the problem and possible future causes. 3.4 *Action plans* are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures	normal operating parameters, and product quality to recognize nonstandard situations. 3.6 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations. 3.7 Relevant equipment and operational processes. 3.8 Enterprise goals, targets and measures. 3.9 Enterprise quality OSH and environmental requirement. 3.10 Enterprise information systems and data collation. 3.11 Industry codes and standards.	and successive processing of information) in examining specific challenges in the workplace. 3.2 Identifying extent and causes of specific challenges in the workplace. 3.3 Providing clear-cut findings on the nature of each identified workplace challenges. 3.4 Devising, communicating, implementing and evaluating strategies and techniques in addressing specific workplace challenges.
4 Implement action plans and communicate results	4.1 Action plans are implemented and evaluated. 4.2 Results of plan implementation and recommendations are prepared. 4.3 Recommendations are presented to appropriate personnel. 4.4 Recommendations are followed-up, if required.	4.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize nonstandard situations. 4.2 Competence to include the ability to apply and	4.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) in examining specific challenges in the workplace. 4.2 Identifying extent and

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations. 4.3 Relevant equipment and operational processes. 4.4 Enterprise goals, targets and measures. 4.5 Enterprise quality OSH and environmental requirement. 4.6 Enterprise information systems and data collation. 4.7 Industry codes and standards.	causes of specific challenges in the workplace. 4.3 Providing clear-cut findings on the nature of each identified workplace challenges. 4.4 Devising, communicating, implementing and evaluating strategies and techniques in addressing specific workplace challenges.

RANGE OF VARIABLE

VARIABLE	RANGE
1. Parameters	May include: 1.1 Processes 1.2 Procedures 1.3 Systems
2. Analytical techniques	May include: 2.1 Brainstorming 2.2 Intuitions/Logic 2.3 Cause and effect diagrams 2.4 Pareto analysis 2.5 SWOT analysis 2.6 Gant chart, Pert CPM and graphs 2.7 Scattergrams
3. Problem	May include: 3.1 Routine, non – routine and complex workplace and quality problems 3.2 Equipment selection, availability and failure 3.3 Teamwork and work allocation problem 3.4 Safety and emergency situations and incidents 3.5 Risk assessment and management
4. Action plans	May include: 4.1 Priority requirements 4.2 Measurable objectives 4.3 Resource requirements 4.4 Timelines 4.5 Co-ordination and feedback requirements 4.6 Safety requirements 4.7 Risk assessment 4.8 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Examined specific workplace challenges
	1.2 Analyzed the causes of specific workplace challenges
	1.3 Formulated resolutions to specific workplace challenges
	1.4 Implemented action plans and communicated results on specific workplace challenges
2. Resource Implications	2.1 Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios / case studies / what ifs will be required as well as bank of questions which will be used to probe the reason behind the observable action.
3. Methods of Assessment	Competency in this unit may be assessed through:
	3.1 Observation
	3.2 Case Formulation
	3.3 Life Narrative Inquiry
	3.4 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.
	These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.
4. Context of Assessment	In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

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

UNIT CODE : **400311322**

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

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

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Diversity	This refers to diversity in both the workplace and the community and may include divergence in: 1.1 Religion 1.2 Ethnicity, race or nationality 1.3 Culture 1.4 Gender, age or personality 1.5 Educational background
2. Diversity – related conflicts	May include conflicts that result from: 2.1 Discriminatory behaviors 2.2 Differences of cultural practices 2.3 Differences of belief and value systems 2.4 Gender-based violence 2.5 Workplace bullying 2.6 Corporate jealousy 2.7 Language barriers 2.8 Individuals being differently-abled persons 2.9 Ageism (negative attitude and behavior towards old people)

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate**: 1.1 Adjusted language and behavior as required by interactions with diversity 1.2 Identified and respected individual differences in colleagues, clients and customers 1.3 Applied relevant regulations, standards and codes of practice
2. Resource Implications	**The following resources should be provided:** 2.1 Access to workplace and resources 2.2 Manuals and policies on Workplace Diversity
3. Methods of Assessment	**Competency in this unit may be assessed through**: 3.1 Demonstration or simulation with oral questioning 3.2 Group discussions and interactive activities 3.3 Case studies/problems involving workplace diversity issues 3.4 Third-party report 3.5 Written examination 3.6 Role Plays
4. Context for Assessment	Competency assessment may occur in workplace or any appropriately simulated environment

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

UNIT CODE : **400311323**

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

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	colleagues are evaluated and discussed 2.3 Work procedures and processes subject to change are selected based on ***workplace requirements*** (feasible and innovative). 2.4 Practical action plans are proposed to facilitate simple changes in the work procedures, processes and systems. 2.5 ***Critical inquiry*** is applied and used to facilitate discourse on adjustments in the simple work procedures, processes and systems.	2.3 Five minds of the future concepts (Gardner, 2007). 2.4 Adaptation concepts in neuroscience (Merzenich, 2013). 2.5 Transtheoretical model of behavior change (Prochaska, DiClemente, & Norcross, 1992).	processes and systems through innovation. 2.3 Facilitating action plans on how to apply innovative procedures in the organization.
3 Evaluate the effectiveness of the proposed action plans	3.1 Work structure is analyzed to identify the impact of the new work procedures 3.2 Co-workers/key personnel is consulted to know who will be involved with or affected by the work procedure 3.3 Work instruction operational plan of the new work procedure is developed and evaluated.	2.1 Five minds of the future concepts (Gardner, 2007). 2.2 Adaptation concepts in neuroscience (Merzenich, 2013). 2.3 Transtheoretical model of behavior change (Prochaska, DiClemente, & Norcross, 1992).	3.1 Generating insights on how to improve organizational procedures, processes and systems through innovation. 3.2 Facilitating action plans on how to apply innovative procedures in the organization. 3.3 Communicating results of the evaluation of the proposed and implemented changes in the

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Diversity	May include: 1.1 Strengths and weaknesses of the current systems, processes and procedures. 2.10 1.2 Opportunities and threats of the current systems, processes and procedures.
2. Models of Innvotation	May include: 2.1 Seven habits of highly effective people. 2.2 Five minds of the future concepts (Gardner, 2007). 2.11 2.3 Neuroplasticity and adaptation strategies.
3. Gaps or barriers	May include: 3.1 Machine 3.2 Manpower 3.3 Methods 3.4 Money
4. Critical Inquiry	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.

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Established the reasons why innovative systems are required 1.2 Established the goals of a new innovative system 1.3 Analyzed current organizational systems to identify gaps and barriers to innovation. 1.4 Assessed work procedures, processes and systems in terms of innovative practices. 1.5 Generate practical action plans for improving work procedures, and processes. 1.6 Reviewed the trial innovative work system and adjusted reflect evaluation feedback, knowledge management systems and future planning. 1.7 Evaluated the effectiveness of the proposed action plans.
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 : **USE INFORMATION SYSTEMATICALLY**

UNIT CODE : **400311324**

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

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	agreed procedures 2.2. Appropriate and valid procedures are operated for inputting, maintaining and archiving information 2.3. ***Software required*** are utilized to execute the project activities 2.4. Information and data obtained are handled, edited, formatted and checked from a range of internal and external ***sources*** 2.5. Information are extracted, entered, and processed to produce the outputs required by ***customers*** 2.6. Own skills and understanding are shared to help others 2.7. Specified ***security measures*** are implemented to protect the confidentiality and integrity of project data held in IT systems	2.2. Procedures and work instructions for the use of IT 2.3. Operational requirements for IT systems 2.4. Sources and flow paths of data 2.5. Security systems and measures that can be used 2.6. Extract data and format reports 2.7. Methods of entering and processing information 2.8. WWW enabled applications	available software tools 2.2. Using procedures and work instructions for the use of IT 2.3. Describing operational requirements for IT systems 2.4. Identifying sources and flow paths of data 2.5. Determining security systems and measures that can be used 2.6. Extracting data and format reports 2.7. Describing methods of entering and processing information 2.8. Using WWW applications
3. Edit, format and check information	3.1 Basic editing techniques are used	3.1 Basic file handling techniques 3.2 Techniques in checking documents	3.1 Using basic file handling techniques is used for the software

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.2 Accuracy of documents are checked 3.3 Editing and formatting tools and techniques are used for more complex documents 3.4 Proof reading techniques is used to check that documents look professional	3.3 Techniques in editing and formatting 3.4 Proof reading techniques	3.2 Using different techniques in checking documents 3.3 Applying editing and formatting techniques 3.4 Applying proof reading techniques

RANGE OF VARIABLES

VARIABLE	RANGE
1. Information	May include: 1.1.　Property 1.2.　Organizational 1.3.　Technical reference
2. Technical information	May include: 2.1.　paper based 2.2.　electronic
3. Software	May include: 3.1.　spreadsheets 3.2.　databases 3.3.　word processing 3.4.　presentation
4. Sources	May include: 4.1.　other IT systems 4.2.　manually created 4.3.　within own organization 4.4.　outside own organization 4.5.　geographically remote
5. Customers	May include: 5.1.　colleagues 5.2.　company and project management 5.3. 　　　clients
6. Security measures	May include: 6.1.　access rights to input; 6.2.　passwords; 6.3.　access rights to outputs; 6.4.　data consistency and back-up; 6.5.　recovery plans

EVIDENCE GUIDE

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

4. Context for Assessment	4.1. Competency may be assessed individually in the actual workplace or through accredited institution

EVIDENCE GUIDE

5. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Established the reasons why innovative systems are required 1.2 Established the goals of a new innovative system 1.3 Analyzed current organizational systems to identify gaps and barriers to innovation. 1.4 Assessed work procedures, processes and systems in terms of innovative practices. 1.5 Generate practical action plans for improving work procedures, and processes. 1.6 Reviewed the trial innovative work system and adjusted reflect evaluation feedback, knowledge management systems and future planning. 1.7 Evaluated the effectiveness of the proposed action plans.
6. Resource Implications	The following resources should be provided: 2.1 Pens, papers and writing implements. 2.2 Cartolina. 2.3 Manila papers.
7. 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.
8. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : **EVALUATE OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES**

UNIT CODE : **400311325**

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

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Agreed OSH indicators are endorsed for approval from appropriate personnel 2.4 ***OSH work instructions*** are received in accordance with workplace policies and procedures*	2.7 OSH trainings relevant to work	
3. Evaluate effectiveness of Occupational Safety and Health work instructions	3.1 OSH Practices are observed based on workplace standards 3.2 Observed OSH practices are measured against approved ***OSH metrics*** 3.3 Findings regarding effectiveness are assessed and gaps identified are implemented based on 3.4 OSH work standards	3.1 OSH Practices 3.2 OSH metrics 3.3 OSH Evaluation Techniques 3.4 OSH work standards	3.1 Critical thinking skills 3.2 Evaluating skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Work Practices Issues	May include: 1.1 Workers' experience/observance on presence of work hazards 1.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no break-time, constant overtime, scheduling of tasks) 1.3 Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/ guidelines
2. OSH Indicators	May include: 2.1 Increased of incidents of accidents, injuries 2.2 Increased occurrence of sickness or health complaints/symptoms 2.3 Common complaints of workers' related to OSH 2.4 High absenteeism for work-related reasons
3. OSH Work Instructions	May include: 3.1 Preventive and control measures, and targets 3.2 Eliminate the hazard (i.e., get rid of the dangerous machine 3.3 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 3.4 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 3.5 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule) 3.6 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 3.7 Use personal protective equipment 3.8 Safety, Health and Work Environment Evaluation 3.9 Periodic and/or special medical examinations of workers
4. OSH metrics	May include: 4.1 Statistics on incidence of accidence and injuries 4.2 Morbidity (Type and Number of Sickness) 4.3 Mortality (Cause and Number of Deaths) 4.4 Accident Rate

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Identify OSH work practices issues relevant to work requirements 1.2. Identify gaps in work practices related to relevant OSH work standards 1.3. Agree upon OSH Indicators based on gathered information to measure effectiveness of workplace OSH policies and procedures 1.4. Receive OSH work instructions in accordance with workplace policies and procedures 1.5. Compare Observed OSH practices with against approved OSH work instructions 1.6. Assess findings regarding effectiveness based on OSH work standards
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 3.3 Written exam
4. Context for Assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **EVALUATE OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES**

UNIT CODE : **400311326**

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Interpret environmental practices, policies and procedures	1.1 ***Environmental work practices*** issues are identified relevant to work requirements 1.2 Environmental Standards and Procedures nature of work are determined based on Applicability to nature of work 1.3 Gaps in work practices related to Environmental Standards and Procedures are identified	1.1 Environmental Issues 1.2 Environmental Work Procedures 1.3 Environmental Laws 1.4 Environmental Hazardous and Non-Hazardous Materials 1.5 Environmental required license, registration or certification	1.1. Analyzing Environmental Issues and Concerns 1.2. Critical thinking 1.3. Problem Solving 1.4. Observation Skills
2. Establish targets to evaluate environmental practices	2.1 Relevant information is gathered necessary to determine environmental work targets 2.2 ***Environmental Indicators*** based on gathered information are set to measure environmental work targets 2.3 Indicators are verified with	2.1 Environmental indicators 2.2 Relevant Environment Personnel or expert 2.3 Relevant Environmental 2.4 Trainings and Seminars	2.1 Investigative Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	appropriate personnel		
3. Evaluate effectiveness of environmental practices	3.1 Work environmental practices are recorded based on workplace standards 3.2 Recorded work environmental practices are compared against planned indicators 3.3 Findings regarding effectiveness are assessed and gaps identified are implemented based on environment work standards and procedures 3.4 Results of environmental assessment are conveyed to appropriate personnel	3.1 Environmental Practices 3.2 Environmental Standards and Procedures	3.1 Documentation and Record 3.2 Keeping Skills 3.3 Critical thinking 3.4 Problem Solving 3.5 Observation Skills

RANGE OF VARIABLES

VARIABLE	R A N G E
1. Environmental Practices Issues	May include: 1.1 Water Quality 1.2 National and Local Government Issues 1.3 Safety 1.4 Endangered Species 1.5 Noise 1.6 Air Quality 1.7 Historic 1.8 Waste 1.9 Cultural
2. Environmental Indicators	May include: 2.1 Noise level 2.2 Lighting (Lumens) 2.3 Air Quality - Toxicity 2.4 Thermal Comfort 2.5 Vibration 2.6 Radiation 2.7 Quantity of the Resources 2.8 Volume

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Identified environmental issues relevant to work requirements 1.2. Identified gaps in work practices related to Environmental Standards and Procedures 1.3. Gathered relevant information necessary to determine environmental work targets 1.4. Set environmental indicators based on gathered information to measure environmental work targets 1.5. Recorded work environmental practices are recorded based on workplace standards 1.6. Conveyed results of environmental assessment to appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Workplace/Assessment location 2.2 Legislation, policies, procedures, protocols and local ordinances relating to environmental protection 2.3 Case studies/scenarios relating to environmental protection
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Written/ Oral Examination 3.2 Interview/Third Party Reports 3.3 Portfolio (citations/awards from GOs and NGOs, certificate of training – local and abroad) 3.4 Simulations and role-plays
4. Context for Assessment	4.1 Competency may be assessed in actual workplace or at the designated TESDA center.

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

UNIT CODE : **400311327**

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Develop and maintain micro-small medium enterprise (MSMEs) skills in the organization	1.1 Appropriate *business strategies* are determined and set for the enterprise based on current and emerging business environment. 1.2 *Business operations* are monitored and controlled following established procedures. 1.3 Quality assurance measures are implemented consistently. 1.4 Good relations are maintained with staff/workers. 1.5 Policies and procedures on occupational safety and health and environmental concerns are constantly observed.	1.1 Business models and strategies 1.2 Types and categories of businesses 1.3 Business operation 1.4 Basic Bookkeeping 1.5 Business internal controls 1.6 Basic quality control and assurance concepts 1.7 Government and regulatory processes	1.1 Basic bookkeeping/ accounting skills 1.2 Communication skills 1.3 Building relations with customer and employees 1.4 Building competitive advantage of the enterprise

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Establish and maintain client-base/ market	2.1 Good customer relations are maintained 2.2 New customers and markets are identified, explored and reached out to. 2.3 Promotions / Incentives are offered to loyal customers 2.4 Additional products and services are evaluated and tried where feasible. 2.5 ***Promotional / advertising initiatives*** are carried out where necessary and feasible.	2.1 Public relations concepts 2.2 Basic product promotion strategies 2.3 Basic market and feasibility studies 2.4 Basic business ethics	2.1 Building customer relations 2.2 Individual marketing skills 2.3 Using basic advertising (posters/ tarpaulins, flyers, social media, etc.)
3. Apply budgeting and financial management skills	3.1 Enterprise is built up and sustained through judicious control of cash flows. 3.2 Profitability of enterprise is ensured though appropriate ***internal controls***. 3.3 Unnecessary or lower-priority expenses and purchases are avoided.	3.1 Cash flow management 3.2 Basic financial management 3.3 Basic financial accounting Business internal controls	3.1 Setting business priorities and strategies 3.2 Interpreting basic financial statements 3.3 Preparing business plans

RANGE OF VARIABLES

VARIABLE	RANGE
1. Business strategies	May include: 1.1. Developing/Maintaining niche market 1.2. Use of organic/healthy ingredients 1.3. Environment-friendly and sustainable practices 1.4. Offering both affordable and high-quality products and services 1.5. Promotion and marketing strategies (e. g., online marketing)
2. Business operations	May include: 2.1 Purchasing 2.2 Accounting/Administrative work 2.3 Production/Operations/Sales
3. Internal controls	May include: 3.1 Accounting systems 3.2 Financial statements/reports 3.3 Cash management
4. Promotional/ Advertising initiatives	May include: 4.1　Use of tarpaulins, brochures, and/or flyers 4.2　Sales, discounts and easy payment terms 4.3　Use of social media/Internet 4.4　"Service with a smile" 4.5　Extra attention to regular customers

EVIDENCE GUIDE

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

4. Context 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

ELEMENTS	PERFORMANCE CRITERIA Italicized terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 2.2 Finished products and percentage formulations are reviewed 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 formulation and percentages • Basic Mathematical Operations	• Checking percentages formulations of raw materials and ingredient • Reviewing percentages and formulations of finished products • Numeracy skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED 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
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 AND PROCEDURES

UNIT CODE : PFB751214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes 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: • GMP responsibilities and requirements relating to work role	• 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
		• 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.	
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 1.6. Environmental data is recorded in required format according to workplace reporting requirements	• 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 assessment and control options • Identifying and responding to hazards • Impact of work practices on resource utilization and wastage	• 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
		• 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 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	• 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

ELEMENT	PERFORMANCE CRITERIA Italicized terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	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.		
3. Respond to an environmental emergency	3.1 Emergency situations are identified and reported according to workplace reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures	• Emergency situations • Emergency procedures	• Identifying emergency situations • 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 5.7. Responsibility for identifying and controlling environmental risks relates to immediate work responsibilities

VARIABLE	RANGE
	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 : **DEMONSTRATE COMPREHENSIVE KNOWLEDGE OF ISLAMIC LAWS IN SLAUGHTERING AND MEAT PROCESSING**

UNIT CODE : **CS-PFB334301**

UNIT DESCRIPTOR : This unit covers the skills, knowledge, and attitudes to demonstrate knowledge of Islamic dietary laws, halal certification standards, and halal principles and practices in slaughterhouse and meat processing plant

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Demonstrate knowledge of Islamic dietary laws	1.1. Familiarity with the concept of *tayyib* on Halal food and its importance in the Halal slaughtering and meat processing context is exhibited in accordance with Islamic Law 1.2. Prohibition of haram contaminants is identified in accordance with Islamic Law 1.3. Foods and substances are identified and categorized as Halal (permissible) or haram (forbidden) in accordance with Islamic Law.	**SCIENCE** 1.1 Scientific basis for identifying and managing haram contaminants. 1.2 *Tayyib* principles in relation to purity and nutrition. **TECHNOLOGY** 1.3 Technological methods for *tayyib* standards in food processing. 1.4 Techniques in detecting and preventing haram contamination. **ENVIRONMENT** 1.5 Practices for preventing environmental contamination by haram substances. 1.6 Sustainable practices in the Halal food industry **LAWS** 1.7 Islamic dietary laws pertaining to *tayyib* and Halal practices.	1.1 Exhibiting the concept of *tayyib* in halal slaughtering and meat processing based on Islamic Law. 1.2 Prohibiting certain substances and practices, as well as haram contaminants. 1.3 Identifying and categorizing foods and substances as Halal or haram.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.8 Legal standards and regulations for Halal certification. **COMMUNICATION** 1.1 Articulation of *tayyib* principles and their importance in Halal food processing. 1.2 Prohibited substances and practices based on Islamic Laws. 1.3 Identification and categorization of halal and haram substances to stakeholders.	
2. Demonstrate understanding of Halal certification standards	2.1 ***Certification processes*** are identified in accordance with Halal certification standards 2.2 Requirements for obtaining and maintaining Halal certification from recognized bodies are identified in accordance with certification standards	**SCIENCE** 2.1 Biological criteria that must be met for Halal certification. 2.2 Processes that ensure that food products are free from haram contaminants. **TECHNOLOGY** 2.3 Use of technology in the documentation and tracking of Halal certification processes. 2.4 Technological tools for inspection and auditing **ENVIRONMENT** 2.5 Environmental considerations in the Halal certification process.	2.1 Identifying the certification processes including the documentation, inspection, and auditing. 2.2 Identifying the requirements for Halal certification.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.6 Sustainable practices required to maintain a Halal-certified environment	
		LAWS 2.7 Legal requirements for Halal certification.	
		COMMUNICATION 2.8 Requirements for obtaining and maintaining Halal certification from recognized bodies to relevant stakeholders.	
3. Implement Halal principles / practices in slaughterhouse and meat processing plant	3.1 ***Principles of halal slaughter*** is implemented in accordance with Islamic Law 3.2 Ability to implement and enforce segregation of Halal certified products and non-Halal products throughout the supply chain is demonstrated in accordance with ***workplace requirements*** and Islamic Law 3.3 All exclusively and dedicated Halal ***utensils, tools, and equipment*** in the slaughtering and meat processing of Halal meat are free from contamination with haram substances are ensured in accordance with workplace requirements and Islamic Law	**SCIENCE** 3.1 Physiological and biological aspects of animal slaughter 3.2 Contamination risks and how to prevent cross-contamination between Halal and haram substances. **TECHNOLOGY** 3.3 Use of technology to ensure proper methods of slaughter and treatment of animals. 3.4 Exclusive and dedicated Halal equipment and tools designed to prevent contamination **ENVIRONMENT** 3.5 Environmental considerations in the humane treatment of	3.1 Implementing the principles, method, pretreatment, and post-treatment of Halal slaughter, as well as the requirements for the slaughterer. 3.2 Implementing the segregation of Halal and non-Halal products. 3.3 Ensuring that all exclusive and dedicated Halal utensils, tools, and equipment are free from haram substance contamination.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		animals during pre-slaughter and post-slaughter. **LAWS** 3.6 Islamic laws regarding the requirements for the slaughterer, method of slaughter, and animal treatment. 3.7 Legal standards for segregation of Halal and haram products throughout the supply chain. 3.8 Compliance with regulations ensuring all exclusive and dedicated Halal tools and equipment are free from haram contamination. **COMMUNICATION** 3.9 Principles of Halal slaughter and requirements for compliance. 3.10 Importance and methods of segregating Halal and haram products to all stakeholders. 3.11 Awareness of the staff regarding the protocols to prevent contamination of Halal products.	

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Identify Halal and haram substances	4.1 Substances that are categorically *haram* are identified in accordance with Islamic Law 4.2 Ability to assess and verify the Halal status of animal-derived ingredients and processing aids is demonstrated in accordance with Islamic Law 4.3 Sources and processing methods of ingredients to ensure they meet Halal criteria is evaluated in accordance with Islamic Law	**SCIENCE** 4.1 Food science principles **TECHNOLOGY** 4.2 Identify and test for the presence of haram substances in food products. 4.3 Verifying the Halal status of animal-derived ingredients and processing aids. **ENVIRONMENT** 4.4 Environmental considerations in preventing contamination of Halal products with haram substances. 4.5 Practices to ensure a Halal-compliant environment in the sourcing and processing of ingredients. 4.6 Sustainable sourcing and processing methods that comply with Halal standards. **LAWS** 4.7 Islamic Laws regarding categorically haram substances. 4.8 Legal standards for verifying the halal status of	4.1 Identifying haram based on Islamic Law 4.2 Assessing the Halal status of animal-derived ingredients and processing aids. 4.3 Evaluating if the sources and processing methods of ingredients meet Halal criteria.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		animal-derived ingredients. 4.9 Compliance with regulations governing the sources and processing methods of Halal ingredients. **COMMUNICATION** 4.10 Clearly explaining which substances are haram and why, according to Islamic Law. 4.11 Effectively communicating the assessment and verification process for Halal ingredients. 4.12 Evaluation process for sourcing and processing methods to meet Halal criteria	
5. Ensure compliance with processing standards	5.1 Compliance with local, national, and international Halal certification standards and regulations is ensured 5.2 Processing procedures to adhere to current Halal and food safety standards is reviewed and updated regularly in accordance with workplace and *regulatory requirements* and Islamic Law	**SCIENCE** 5.1 Scientific principles behind food safety and Halal processing standards. 5.2 Food microbiology and chemistry. **TECHNOLOGY** 5.3 To monitor and ensure compliance with Halal certification standards and regulations.	5.1 Ensuring compliance with local, national, and international halal certification standards and regulations. 5.2 Regularly reviewing the adherence of processing procedures to current halal and food safety standards.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		5.4 Technological tools for tracking and updating processing procedures to maintain current halal and food safety standards. **ENVIRONMENT** 5.5 Compliance with Halal standards, including waste management and sustainable practices. 5.6 Practices to maintain a clean and hygienic processing environment that adheres to halal and food safety standards. **LAWS** 5.7 Local, national, and international laws and regulations regarding Halal certification. 5.8 Legal requirements for food safety and how they intersect with Halal standards. **COMMUNICATION** 5.9 Compliance requirements to all stakeholders.	

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Certification Processes	**May include:** 1.1 Application 1.2 Auditing 1.3 Certification
2. Principles of Halal Slaughter	**May include:** 2.1 Requirements for the slaughterer 2.2 Method of slaughter 2.3 Treatment of animals before and after slaughter
3. Workplace Requirements	**May include:** 3.1 Standard operating procedures (SOP) 3.2 Good Manufacturing Practices (GMP) 3.3 Good Hygienic Slaughter Practices (GHSP) 3.4 Occupational safety and health standards (OSHS) 3.5 Wearing appropriate personal protective equipment (PPE) 3.6 Hygiene and sanitation requirements 3.7 Quality assurance requirements

4. Exclusive and Dedicated Halal Utensils	**May include:**
	4.1 Exclusive and Dedicated Halal Meat Processing Utensils
	    4.1.1 Spatula
	    4.1.2 Plastic scoop
	    4.1.3 Stainless bowls
	    4.1.4 Stainless trays
	    4.1.5 Stainless mold
	    4.1.6 Plastic crates

5. Exclusive and Dedicated Halal Tools	**May include:**
	5.1 Exclusive and Dedicated Halal Slaughtering Tools
	    5.1.1 Exclusive and Dedicated Halal Handling Tools:
	        5.1.1.1 Flags
	        5.1.1.2 Rattles
	    5.1.2 Knives
	    5.1.3 Honing rod
	    5.1.4 Scabbard with belt chain
	    5.1.5 Whetstone
	    5.1.6 Grinding machine
	    5.1.7 Hooks
	    5.1.8 Spreader
	    5.1.9 Hoist and shackle
	    5.1.10 Cradle
	    5.1.11 Offal buggy
	    5.1.12 Paunch truck
	    5.1.13 Crates and plastic containers
	5.2 Exclusive and Dedicated Halal Meat Processing Tools
	    5.2.1 Knives
	    5.2.2 Cleaver

	5.2.3 Plastic chopping board 5.2.4 Honing steel 5.2.5 Whetstone 5.2.6 Pushcart 5.2.7 Stainless working table

6. Exclusive and Dedicated Halal Equipment	**May include:**
	6.1 Exclusive and Dedicated Halal Slaughtering Equipment
	   6.1.1 Exclusive and Dedicated Halal Restraining equipment
	      6.1.1.1 Restraining box
	      6.1.1.2 Catching enclosure
	      6.1.1.3 Chin lift
	      6.1.1.4 Head restraint
	      6.1.1.5 Belly lift
	      6.1.1.6 Rear pusher
	   6.1.2 Exclusive and Dedicated Halal Electrical stunning
	      equipment
	      6.1.2.1 Head-only tongs or Caliper type
	      6.1.2.2 Electric stunner
	   6.1.3 Brisket saw
	   6.1.4 Splitting saw
	   6.1.5 Tool sterilizer
	   6.1.6 Elevated platform
	6.2 Exclusive and Dedicated Halal Meat Processing Equipment
	   6.2.1 Frozen meat cutter
	   6.2.2 Meat grinder with cutting blades and plates
	   6.2.3 Weighing scale
	   6.2.4 Food processor
	   6.2.5 Meat mixer
	   6.2.6 Patty Making Machine
	   6.2.7 Vacuum tumbler
	   6.2.8 Brine Injector
	   6.2.9 Slicer
	   6.2.10 Bowl cutter
	   6.2.11 Hydraulic stuffer
	   6.2.12 Linking machine
	   6.2.13 Oven smokehouse
	   6.2.14 Cooking vat
	   6.2.15 Sausage cutting machine
	   6.2.16 Freezer
	   6.2.17 Chiller

7. Haram	**May include:** 7.1 Pork and other Related Ingredients 7.2 Blood 7.3 Alcohol
8. Regulatory Requirement	**May include:** 8.1 Islamic Law 8.2 Occupational Safety and Health Standards (OSHS) Law (RA 11058)

	8.3 Meat Inspection Code of the Philippines (RA 9296) as amended by RA 10536 8.4 Animal Welfare Act of 1998 (RA 8485) as amended by RA 10631 8.5 Code on Sanitation of the Philippines (PD 856) 8.6 Labor Code of the Philippines (PD 442)

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1. 1 Demonstrated knowledge about Islamic laws on food 1.2 Demonstrated understanding of halal certification standards 1.3 Implemented halal principles/practices in the slaughterhouse and meat processing plant 1.4 Identified halal and haram substances 1.5 Ensured compliance with processing standards
2. Resource Implications	**The following resources should be provided**: 2.1 Work location 2.2 Facilities, tools and equipment and materials relevant to the unit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Observation with questioning 3.3 Interview/Oral questioning 3.4 Written Test 3.5 Portfolio Assessment
4. Context of Assessment	4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **ENSURE SLAUGHTERING AND MEAT PROCESSING ACTIVITIES COMPLY WITH ISLAMIC LAW**

UNIT CODE : **CS-PFB334302**

UNIT DESCRIPTOR : This unit covers the skills, knowledge, and attitudes to apply and implement Islamic law on ethical and humane treatment of animals, slaughter operations, and meat processing. This unit also includes documenting Islamic law implementation and updating of halal principles and practices in slaughtering and meat processing, as well as maintaining Halal compliance through training and education.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Implement ethical and humane treatment of animals	1.1 Humane treatment of animals is implemented in accordance with regulatory and work requirements as well as the Islamic Law 1.2 Animal facilities and handling practices before and during slaughter is implemented in accordance with regulatory and work requirements as well as the Islamic Law 1.3 Ethical standards prescribed by Islamic for the treatment of animals is explained in accordance with Islamic Law	**SCIENCE** 1.1 Animal biology and handling practices before and during slaughter. 1.2 Psychological and physiological aspects of animal slaughter 1.3 Animal behavior and welfare in accordance with Islamic guidelines. 1.4 Stress indicators in animals and methods for minimizing stress during handling and slaughter. **TECHNOLOGY** 1.5 Use of technology to ensure humane slaughter and treatment of animals. 1.6 Tools and techniques to ensure the cutting method adheres to Islamic requirements. 1.7 Implementation of technological solutions to improve facilities and handling practices for	1.1 Implementing humane treatment for animals. 1.2 Implementing animal facilities and handling practices before, during and after slaughter. 1.3 Explaining the ethical standards prescribed by Islamic for the treatment of animals.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		minimizing animal stress. **ENVIRONMENT** 1.8 Environmental considerations such as designing animal facilities and handling practices that promote humane treatment of animals before and during slaughter. 1.9 Creating an environment conducive to minimizing stress and suffering for animals during handling and slaughter. **MATHEMATICS** 1.10 Appropriate angle of the knife as well as the proper cutting method **LAWS** 1.11 Islamic laws regarding the humane method of slaughter and animal treatment. 1.12 Ethical standards as prescribed by Islamic for the treatment of animals in accordance with Islamic Law. **COMMUNICATION** 1.13 Effective communication of Islamic principles regarding the ethical treatment of animals	

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		to all personnel involved in slaughter practices.	
2. Apply Islamic Law in slaughter operation	2.1 Religious rationale behind the ***requirements for halal slitting are*** explained in accordance with Islamic Law. 2.2 ***Condition of the animal before slaughter*** is verified in accordance with Islamic Law. 2.3 The invocation of the name, Allah during each act of slaughter is confirmed in accordance with Islamic Law. .	**SCIENCE** 2.1 Physiological indicators of animal health to verify they are alive and healthy before slaughter. 2.2 Anatomy of animals to ensure that the proper cutting method is used **TECHNOLOGY** 2.3 Technological tools to verify the health condition of animals before slaughter. 2.4 Tools and techniques to ensure the cutting method adheres to Islamic requirements. **ENVIRONMENT** 2.5 Environmental factors that affect the health and well-being of animals before slaughter. 2.6 Practices to ensure a clean and humane environment for animals during the slaughtering process. **LAWS** 2.7 Islamic laws regarding the religious rationale for halal slaughter, including the significance of invoking Allah's name (Tasmiyah). 2.8 Requirements for the person conducting the slaughter to be a Muslim of sound	2.1 Explaining the religious rationale behind Halal slaughter as well as the importance of invoking Allah's name during Halal slaughter. 2.2 Verifying that the animals are alive and healthy during slaughter and that the cutting method adheres to Islamic requirements. 2.3 Invoking the name of Allah during each act of slaughter.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		mind who understands and respects halal principles. 2.9 Islamic requirements for the condition of animals before slaughter and the cutting method. **COMMUNICATION** 2.10 Religious rationale behind halal slaughter and the significance of invoking Allah's name. 2.11 Requirements for verifying the condition of animals before slaughter and the correct cutting method. 2.12 Awareness of all staff regarding the requirement to invoke the name of Allah during each act of slaughter	
3. Apply Islamic Law in meat processing	3.1 Processing equipment and working area are maintained from contamination in accordance with workplace requirements and Islamic Law 3.2 Protocols in processing halal products are monitored in accordance with Islamic Law 3.3 All *meat processing materials* used are verified as Halal in	**SCIENCE** 3.1 Principles of food hygiene 3.2 Microbiology to prevent cross-contamination between Halal and non-Halal products. 3.3 Chemical properties of additives, preservatives, and processing aids. **TECHNOLOGY** 3.4 Cleaning technologies and techniques	3.1 Overseeing the cleanliness of all processing equipment and facilities. 3.2 Monitoring all the protocols in processing Halal products 3.3 Verifying all the materials used in the meat processing.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	accordance with workplace requirements and Islamic Law	3.5 Technological solutions for monitoring and preventing cross-contamination during meat processing and storage. 3.6 Tracking systems for ensuring additives, preservatives, and processing aids are halal compliant. **ENVIRONMENT** 3.7 Environmental controls to maintain cleanliness and prevent contamination in processing facilities. 3.8 Practices to ensure an environment that prevents cross-contamination between Halal and non-Halal products. 3.9 Sustainable sourcing and usage of Halal-certified additives and preservatives in meat processing. **MATHEMATICS** 3.10 Appropriate levels of additives and preservatives. **LAWS** 3.11 Islamic standards regarding cleanliness and contamination prevention in meat processing. 3.12 Legal requirements for preventing cross-contamination	

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		between halal and haram products. 3.13 Halal certification laws and guidelines for additives, preservatives, and processing aids. **COMMUNICATION** 3.14 Cleaning protocols and contamination prevention measures for staff. 3.15 Training employees on protocols to prevent cross-contamination between Halal and non-Halal products. 3.16 Awareness of personnel regarding the Halal-certified additives and preservatives guidelines.	
4. Document and verify implementation of Islamic Laws on slaughtering and meat processing	4.1 Detailed records of all Halal slaughtering and processing activities are maintained in accordance with workplace requirements and Islamic Law 4.2 Regular audits and inspections to verify compliance with Islamic laws are provided and implemented 4.3 Up-to-date Halal certification documents and compliance status	**SCIENCE** 4.1 Data collection and management practices. 4.2 Scientific basis for halal certification requirements and compliance verification. **TECHNOLOGY** 4.3 Record-keeping and documentation software. 4.4 Audit and inspection technologies.	4.1 Maintaining detailed records of all Halal slaughter and processing activities. 4.2 Verifying compliance with Islamic laws through regular audits and inspections 4.3 Ensuring that halal certification documents and the compliance status of the operations are up to date

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	of the operations are maintained	4.5 Certification Management Systems. **ENVIRONMENT** 4.6 Environmentally sustainable practices in Halal slaughter and processing activities. 4.7 Environmental compliance checks as part of regular audits and inspections. 4.8 Up-to-date certification reflecting compliance with environmental and Halal standards. **LAWS** 4.9 Islamic requirements for record-keeping and documentation of Halal activities. 4.10 Legal standards for conducting audits and inspections 4.11 Legal requirements for maintaining up-to-date halal certification documents. **COMMUNICATION** 4.12 Record-keeping practices and requirements for staff. 4.13 Audit and inspection findings clearly and address any non-compliance issues promptly. 4.14 Status of Halal certification	

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		documents and compliance status.	
5. Monitor and update Halal principles and practices in slaughtering and meat processing	5.1 All stages of slaughtering and processing to ensure Halal compliance is monitored and updated in accordance with workplace requirements and Islamic Law 5.2 Opportunities for improvement in the implementation of Halal principles is identified in accordance with Islamic Law 5.3 Initiatives to enhance compliance and operational efficiency of the process is demonstrated	**SCIENCE** 5.1 Scientific principles related to halal slaughter and processing methods. 5.2 Scientific research and advancements relevant to halal laws and interpretations. 5.3 Application of scientific methods for identifying areas of improvement in halal practices. **TECHNOLOGY** 5.4 Real-time monitoring and data analysis of slaughtering and processing stages. 5.5 Technology-driven solutions for enhancing compliance and operational efficiency in halal practices. **ENVIRONMENT** 5.6 Environmental considerations in monitoring and adjusting slaughtering and processing stages to meet Islamic requirements. 5.7 Environmental factors influencing changes in Islamic interpretations.	5.1 Monitoring all stages of slaughtering and processing. 5.2 Implementing opportunities for improvement in the implementation of Halal principles. 5.3 Demonstrating initiatives to enhance compliance and operational efficiency.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		5.8 Environmental Sustainability Practices **LAWS** 5.9 Islamic Laws governing halal slaughtering and processing. 5.10 Legal Frameworks 5.11 Compliance with laws and regulations related to halal certification and operational practices. **COMMUNICATION** 5.12 Continuous monitoring and compliance adjustments. 5.13 Clear communication channels for disseminating updates or changes in Islamic interpretations. 5.14 Collaborative communication to engage stakeholders in initiatives for enhancing compliance and operational efficiency.	
6. Maintain Halal compliance through training and education	6.1 Regular training to staff on Halal slaughter and meat processing is provided in accordance with Islamic Law	**SCIENCE** 6.1 Scientific basis of halal slaughter and meat processing methods.	6.1 Providing regular training to staff on Islamic laws. 6.2 Educating employees about the

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	6.2 Employees' education about the religious significance of Halal practices and their roles in upholding these standards are provided in accordance with workplace requirements and Islamic law 6.3 Training materials reflecting the Islamic rulings and best practices are updated and provided in accordance with Islamic Law	6.2 Scientific research and advancements relevant to halal compliance training. **TECHNOLOGY** 6.3 Islamic compliance training for staff. 6.4 Updating and disseminating training materials. **ENVIRONMENT** 6.5 Designing training programs that promote halal compliance. 6.6 Organizational environment that fosters a culture of compliance and respect for halal practices. **LAWS** 6.7 Islamic Laws governing Halal slaughter and meat processing. 6.8 Legal requirements for training content **COMMUNICATION** 6.9 Islamic principles and their application in Halal slaughter and meat processing. 6.10 Religious significance of Halal practices and the importance of compliance to staff. 6.11 Latest Islamic rulings and best practices.	religious significance of Halal practices. 6.3 Ensuring the training materials are current, accurate, and reflect the latest Islamic rulings and best practices.

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Requirement for Halal Slitting	**May include:** 1.1 Invoking Allah's name (Tasmiyah) during the process 1.2 Ensure that the person conducting the slaughter is a practicing Muslim of sound mind who understands and respects the principles of halal slaughter 1.3 Slitting is performed with a smooth swift and humane severing of the trachea, esophagus, and major blood vessels. 1.4 Accurately position and handle the animal to facilitate a quick and efficient slaughter
2. Condition of the animal before slaughter	**May include:** 2.1 Alive and healthy at the time of slaughter 2.3 The slitting method adheres to Islamic requirements
2. Halal Meat Processing Materials	**May include:** 3.1 Halal Meat 3.2 Halal Additives 3.3 Halal Preservatives 3.4 Halal Processing aids

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Implemented ethical and humane treatment of animals 1.2 Applied Islamic Law in slaughter operation 1.3 Applied Islamic Law in meat processing 1.4 Documented and verified implementation of Islamic laws on slaughtering and meat processing 1.5 Monitored and updated Halal principles and practices in slaughtering and meat processing 1.6 Maintained halal compliance through training and education
2. Resource Implications	**The following resources should be provided:** 2.1 Halal compliant work location 2.2 Exclusive and dedicated Halal facilities, tools and equipment and materials relevant to the unit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Observation with questioning 3.3 Interview/Oral questioning 3.4 Written Test 3.5 Portfolio Assessment
4. Context of Assessment	4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **OVERSEE AND SUPERVISE HALAL SLAUGHTERING AND MEAT PROCESSING CHAIN**

UNIT CODE : **CS-PFB334303**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes to oversee halal slaughter operations, meat processing activities, overall cleaning and maintenance, and implementation of proper food safety and hygiene practices. It also includes the optimization of slaughtering and meat processing processes to improve operational efficiency while ensuring strict adherence to halal standards.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Oversee Halal slaughter operation	1.1 Humane treatment of animals throughout the process is implemented in accordance with workplace and regulatory requirements, as well as Islamic Law 1.2 Understanding of Halal slaughter techniques is explained in accordance with workplace requirements and Islamic law 1.3 Critical components of halal slaughter are identified and explained **such as ensuring the complete drainage of blood and the proper recitation of *Bismillah* (In the name of Allah). *** 1.4 Post-slaughter handling is overseen in accordance with workplace requirements and Islamic Law *1.5 Proper disposal of inedible parts is implemented in accordance with	**SCIENCE** 1.1 Animal behavior and welfare 1.2 Stress indicators in animals and methods for minimizing stress during handling and slaughter. 1.3 Physiological and psychological aspects of humane treatment in animal slaughter. **TECHNOLOGY** 1.4 Monitoring and assessing animal welfare throughout the slaughter process. 1.5 Handling practices for minimizing animal stress. 1.6 Ethical standards in animal treatment. **ENVIRONMENT**	1.1 Implementing humane treatment of animals throughout the process. 1.2 Understanding the techniques of halal slaughter. 1.3 Identifying the critical components of halal slaughter. 1.4 Overseeing the post-slaughter handling and ensuring that all blood is effectively drained. 1.5 Implementing proper disposal of inedible parts.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	workplace and regulatory requirement	1.7 Environmental factors in designing facilities and practices that promote humane treatment of animals. 1.8 Environment conducive to minimizing stress and suffering for animals during handling and slaughter. **LAWS** 1.9 Shariah Laws governing the ethical treatment of animals in slaughter practices. 1.10 Legal requirements for the ethical treatment of animals during slaughter. **COMMUNICATION** 1.11 Shariah principles regarding the ethical treatment of animals. 1.12 Ethical standards for animal treatment.	
2. Oversee meat processing activities	2.1 Knowledge of Halal-approved *meat processing techniques* is demonstrated in accordance with workplace requirement and Islamic Law	**SCIENCE:** 2.1 Meat composition and structure relevant to processing techniques, including muscle fibers, connective	2.1 Demonstrating knowledge on halal-approved meat processing techniques. 2.2 Monitoring the application of Halal standards

ELEMENT	PERFORMANCE CRITERIA Italicized terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 Application of Halal standards in processing methods is monitored and verified in accordance with work requirements and Islamic Law 2.3 Compliance of all meat processing materials used with Halal standards is verified in accordance with work requirements and Islamic law 2.4 Records of ingredient sources and Halal product certification to ensure compliance and traceability is maintained 2.5 Strict segregation of Halal and non-Halal products during processing, storage, and transportation is implemented and enforced in accordance with workplace requirements and Islamic Law	tissue, and fat distribution. 2.2 Microbial growth and food spoilage factors in meat processing and storage, and methods for controlling them. 2.3 Food safety principles and hygiene practices **TECHNOLOGY:** 2.4 Meat processing equipment and machinery, including their operation, maintenance, and sanitation requirements. 2.5 Packaging technologies and materials suitable for Halal meat products. **ENVIRONMENT** 2.6 Environmental regulations related to waste management, wastewater treatment, and emissions control in meat processing facilities. 2.7 Energy and resource conservation practices applicable to meat processing operations, minimizing environmental impact.	in processing methods 2.3 Verifying the compliance of all ingredients, additives, and preservatives used with halal standards 2.4 Ensuring compliance and traceability through records of ingredient sources and certification. 2.5 Implementing strict segregation of Halal and non-Halal products during processing, storage, and transportation

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		LAWS: 2.8 Islamic dietary laws governing meat processing, including requirements for slaughtering methods, ingredients, and processing practices. 2.9 Regulations and standards related to food labeling, packaging, and certification, ensuring compliance with halal requirements. 2.10 Occupational health and safety laws applicable to meat processing facilities, including regulations for worker safety, hygiene, and sanitation. **COMMUNICATION** 2.11 Halal processing requirements, procedures, and standards. 2.12 Records of ingredient certifications, processing methods, and product segregation.	
3. Oversee application of overall cleaning and maintenance of	3.1 Thorough cleaning and sanitizing of equipment and facilities is	**SCIENCE:** 3.1 Mechanical properties of	3.1 Overseeing the sanitation of

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
exclusive and dedicated Halal tools and equipment	implemented and overseen in accordance with workplace requirements and Islamic Law 3.2 Regular maintenance schedule for all equipment to ensure it is in good working condition and free from contamination is implemented in accordance with workplace requirements and Islamic Law 3.3 Regular calibration and inspection of equipment to ensure accurate operation and compliance with halal standards is provided in accordance with workplace and regulatory requirements 3.4 Maintenance and inspection activities to provide traceability and support halal certification requirements is documented in accordance with workplace and regulatory requirements	equipment materials to select appropriate cleaning agents and methods that do not compromise Halal integrity. 3.2 Microbiology and food safety principles relevant to equipment cleaning and sanitation, including the identification and control of potential contaminants. **TECHNOLOGY:** 3.3 Equipment maintenance procedures, including lubrication, calibration, and parts replacement, and repair of equipment to ensure optimal performance and longevity 3.4 Technology-based solutions for equipment monitoring and maintenance scheduling, optimizing efficiency and productivity. **ENVIRONMENT:** 3.5 Environmental impact considerations related to equipment maintenance and	equipment and facilities 3.2 Implementing regular maintenance schedule for all equipment. 3.3 Ensuring an accurate operation by regular calibration and inspection of equipment 3.4 Documenting the maintenance and inspection activities

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		cleaning practices, such as wastewater management and chemical usage. 3.6 Energy conservation strategies in equipment operation and maintenance. **LAWS** 3.7 Halal certification requirements and standards pertaining to equipment maintenance and cleaning in meat processing facilities. 3.8 Occupational health and safety regulations concerning equipment operation and maintenance, ensuring compliance with workplace safety standards. 3.9 Documentation and record-keeping obligations related to equipment maintenance and cleaning activities, including regulatory and Halal certification requirements. **COMMUNICATION:** 3.10 Maintenance schedules, cleaning procedures,	

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		and equipment inspection. 3.11 Maintenance activities and inspection records.	
4. Oversee implementation of proper food safety and hygiene practices	4.1 Strict hygiene protocols for all stages of slaughtering and meat processing to prevent contamination are enforced in accordance with workplace requirements and Islamic Law 4.2 Training of personnel in *hygiene and sanitation* practices is implemented 4.3 Regular cleaning and sanitation schedules for all exclusive and dedicated Halal equipment, tools, and facilities are implemented 4.4 Regular food safety audits and prompt address any areas of non-compliance are provided 4.5 Measures to prevent contamination from non-Halal sources at all stages of processing and packaging are implemented in accordance with workplace requirements and Islamic Law	**SCIENCE** 4.1 Microbiology and foodborne pathogens relevant to meat processing, including sources of contamination and methods of control. 4.2 Temperature control and monitoring principles. **TECHNOLOGY:** 4.3 Food safety management systems and technologies. 4.4 Equipment design and layout. **ENVIRONMENT** 4.5 Environmental hygiene factors affecting food safety, such as air quality, water quality, and waste management practices. 4.6 Pest control measures and sanitation protocols to prevent contamination from insects, rodents, and other pests. **LAWS:**	4.1 Preventing contamination through strict hygiene protocols for all stages of slaughtering and meat processing 4.2 Implementing training of personnel in hygiene and sanitation practices. 4.3 Implementing regular cleaning and sanitation schedules for all equipment, tools, and facilities. 4.4 Providing regular food safety audits and promptly addressing areas of non-compliance 4.5 Implementing measures to prevent contamination from non-Halal sources at all stages of processing and packaging

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		4.7 Food safety regulations and standards applicable to meat processing operations, including Halal certification requirements and local health codes. 4.8 Legal obligations related to food labeling, allergen control, and traceability in meat processing and distribution. **COMMUNICATION:** 4.9 Food safety protocols and procedures 4.10 Training sessions on food safety practices, including hygiene, sanitation, and hazard awareness, for all personnel involved in meat processing.	
5. Optimize process	5.1 Processes to improve operational efficiency and maintain strict Halal compliance are reviewed and optimized in accordance with workplace requirements and Islamic Law 5.2 Any inefficiencies or areas for improvement in the Halal meat processing workflow are identified and addressed in accordance with	**SCIENCE** 5.1 Process analysis methodologies such as Six Sigma or Lean Manufacturing for identifying inefficiencies. 5.2 Food science and technology. **TECHNOLOGY:** 5.3 Software tools for process modeling,	5.1 Reviewing and optimizing processes to improve operational efficiency and maintain strict Halal compliance 5.2 Identifying inefficiencies in the Halal meat

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	workplace requirements and Islamic law	simulation, and optimization. 5.4 Automated systems for meat processing and their integration into the workflow. **ENVIRONMENT:** 5.5 Environmental impacts associated with different process optimization strategies. 5.6 Waste reduction techniques and their implications for environmental sustainability. **LAWS** 5.7 Compliance with food safety regulations and standards such as HACCP (Hazard Analysis Critical Control Points). 5.8 Halal certification requirements and regulations governing halal meat processing. **COMMUNICATION:** 5.9 Effective communication skills to liaise with different stakeholders involved in the optimization process. 5.10 Findings and recommendations to management and staff for implementation.	processing workflow

RANGE OF VARIABLES

VARIABLE	RANGE
1. Meat Processing Techniques	May include: 1.1 Deboning 1.2 Cutting 1.3 Grinding 1.4 Marinating 1.5 Injecting 1.6 Emulsifying 1.7 Packaging
2. Hygiene and Sanitation Practices	May include: 2.1 Proper handwashing 2.2 Exclusive and dedicated Halal utensils, tools, and equipment cleaning 2.3 Use of exclusive and dedicated Halal PPE 2.4 Proper Grooming

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Overseen Halal slaughter operation 1.2 Overseen meat processing activities 1.3 Overseen application of overall cleaning and maintenance of tools and equipment 1.4 Overseen implementation of proper food safety and hygiene practices 1.5 Optimized process
2. Resource Implications	**The following resources should be provided**: 2.1 Halal compliant work location 2.2 Exclusive and dedicated Halal facilities, tools and equipment, and materials relevant to the unit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Observation with questioning 3.3 Interview/Oral questioning 3.4 Written Test 3.5 Portfolio Assessment
4. Context of Assessment	4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **ENSURE A SAFE AND HEALTHY WORKING ENVIRONMENT FOR ALL STAFF INVOLVED IN SLAUGHTERING AND MEAT PROCESSING**

UNIT CODE : **CS-PFB334304**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to implement safety measures and conduct risk assessments.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Demonstrate knowledge of health and safety regulations	1.1 Comprehensive understanding of *health and safety regulations relevant to the meat processing industry* is demonstrated in accordance with workplace and regulatory requirements 1.2 *Key health and safety risks associated with halal slaughtering and meat processing* are identified and explained	**SCIENCE:** 1.1 Biological and chemical hazards in meat processing. 1.2 Safety protocols for handling equipment and machinery. **TECHNOLOGY:** 1.1 Safety features of meat processing equipment. 1.2 Technological solutions for mitigating safety risks. **ENVIRONMENT:** 1.1 Environmental factors affecting health and safety in meat processing facilities. 1.2 Ergonomics and its impact on worker safety. **LAWS:** 1.1 Relevant Occupational Safety and Health Regulations specific to the meat processing industry. 1.2 Legal requirements related to halal slaughtering and processing. **COMMUNICATION:** 1.1 Health and safety regulations. 1.2 Risk assessments and safety measures.	1.1 Demonstrating a comprehensive understanding of health and safety regulations 1.2 Identifying the associated health and safety risks with halal slaughtering and meat processing

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Implement safety policies	2.1 *Health and safety policies and procedures* are implemented in accordance with workplace and regulatory requirements 2.2 Personnel training on health and safety policies is provided 2.3 *Risk management practices* are implemented and updated in accordance with workplace and regulatory requirement 2.4 Wearing exclusive and dedicated halal PPE is strictly implemented in accordance with workplace and regulatory requirements	**SCIENCE:** 2.1 Biological and chemical hazards in the meat processing industry. 2.2 Safety protocols for handling hazardous substances. **TECHNOLOGY:** 2.1 Safety equipment and technologies used in the meat processing industry. 2.2 Technological solutions for minimizing workplace hazards. **ENVIRONMENT:** 2.1 Environmental factors affecting health and safety in meat processing facilities. 2.2 Ergonomic principles and their application in reducing workplace injuries. **LAWS:** 2.1 Occupational Safety and Health Regulations governing the meat processing industry. 2.2 Legal requirements related to the provision and use of exclusive and dedicated Halal personal protective equipment (PPE). **COMMUNICATION:** 2.1 Health and safety policies and procedures to all staff. 2.2 Training sessions on the use and maintenance of exclusive and dedicated Halal PPE.	2.1 Implementing health and safety policies. 2.2 Providing personnel training on health and safety policies. 2.3 Implementing and updating risk management practices. 2.4 Implementing the wearing of exclusive and dedicated Halal PPE.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Plan emergency response	3.1 Comprehensive emergency response plan is established in accordance with workplace and regulatory requirements 3.2 Regular training and drills is provided in accordance with workplace and regulatory requirements	**SCIENCE:** 3.1 Principles of emergency management and response. 3.2 Science behind different types of emergencies such as accidents, injuries, fires, and equipment failures. 3.3 Basic first aid principles. **TECHNOLOGY:** 3.1 Emergency response equipment and technologies such as fire extinguishers, first aid kits, alarm systems, etc. 3.2 Knowledge of how to operate communication devices used during emergencies. **ENVIRONMENT:** 3.1 Potential hazards present in the slaughtering and meat processing environment. 3.2 Understanding of how emergency response plans can mitigate environmental risks. 3.3 Environmental regulations related to emergency response. **LAWS:** 3.1 Occupational health and safety regulations relevant to emergency response. 3.2 Industry-specific regulations and standards for emergency preparedness. 3.3 Legal responsibilities in emergency situations, including duty of care.	3.1 Establishing a comprehensive emergency response plan and addressing accidents, injuries, fires, and equipment failures. 3.2 Providing regular training and drills

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		COMMUNICATION: 3.1 Emergency procedures. 3.2 Importance of clear communication during emergencies. 3.3 Communication protocols with external emergency services and agencies.	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Health and safety regulations relevant to the meat processing industry	**May include:** 1.1 Occupational Safety and Health Administration (OSHA) Standards: 1.2 Hazard Analysis and Critical Control Points (HACCP): 1.3 Food Safety Regulations: 1.4 Good Manufacturing Practices (GMPs): 1.5 Emergency Response and First Aid: 1.6 Chemical Safety: 1.7 Machine Safety and Maintenance: 1.8 Waste Management: 1.9 Worker Welfare
2. Hygiene and Sanitation Practices	**May include:** 2.1 Proper handwashing 2.2 Exclusive and dedicated Halal utensils, tools, and equipment cleaning 2.3 Use of exclusive and dedicated Halal PPE
3. Key health and safety risks associated with halal slaughtering and meat processing	**May include:** 3.1 Physical Injuries 3.2 Biological Hazards 3.3 Chemical Hazards 3.4 Psychological and Stress-Related Risks 3.5 Cross-Contamination: 3.6 Temperature Extremes 3.7 Noise and Vibration 3.8 Manual Handling and Ergonomic Risks 3.9 Electrical Hazards 3.10 Fire and Explosion Risks 3.11 Sanitation and Hygiene Risks
4. Health and Safety Policies and Procedures	**May include:** 4.1 Health and Safety Policy Statement 4.2 Risk Assessment and Management 4.3 Emergency Preparedness and Response 4.4 Training and Awareness 4.5 Personal Protective Equipment (PPE) 4.6 Workplace Hygiene and Sanitation 4.7 Equipment and Machinery Safety 4.8 Manual Handling and Ergonomics 4.9 Chemical Safety 4.10 Health Monitoring and Reporting 4.11 Noise and Vibration Control 4.12 Temperature Control 4.13 Fire Safety 4.14 Waste Management 4.15 Regulatory Compliance
5. Risk Management Practices	**May include:** 5.1 Risk Identification 5.2 Risk Assessment

	5.3 Risk Control Measures
	5.4 Training and Education
	5.5 Emergency Preparedness
	5.6 Incident Reporting and Investigation
	5.7 Health Monitoring
	5.8 Safety Audits and Inspections
	5.9 Documentation and Record-Keeping
	5.10 Continuous Improvement
	5.11 Communication and Coordination
	5.12 Compliance with Regulations
	5.13 PPE Management

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:**
	1.1 Demonstrated knowledge on health and safety regulations
	1.2 Implemented safety policies
	1.3 Planned emergency response
2. Resource Implications	**The following resources should be provided**:
	2.1 Halal compliant work location
	2.2 Exclusive and dedicated Halal facilities, tools and equipment, and materials relevant to the unit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:**
	3.1 Demonstration with questioning
	3.2 Observation with questioning
	3.3 Interview/Oral questioning
	3.4 Written test
	3.5 Portfolio assessment
4. Context of Assessment	Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **LEAD AND SUPERVISE THE TEAM EFFECTIVELY TO ENSURE COMPLIANCE WITH HALAL STANDARDS**

UNIT CODE : **CS-PFB334305**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes to make decisions, proficiently resolve conflicts, and manage teams.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Deal with decision-making and problem-solving	1.1 Dealing with complex situations, key issues, and other relevant conflicts are handled accordingly 1.2 Critical thinking skills to evaluate options and anticipate potential outcomes are demonstrated 1.3 Decision-making processes and outcomes to ensure transparency and accountability are documented 1.4 Approaching problems involving root causes and practical solutions are identified and addressed 1.5 Innovative thinking and collaboration to solve problems and improve processes is demonstrated 1.6 Approaching *crises related to halal food production and workplace* are managed effectively 1.7 Contingency plans to prepare for potential emergencies and disruptions are developed and implemented	**SCIENCE** 1.1 Analyzing data and assessing risks in decision-making processes. 1.2 Scientific principles to evaluate the effectiveness of potential solutions. **TECHNOLOGY** 1.1 Gathering and analyzing data to inform decision-making. 1.2 Technological solutions to streamline processes and improve efficiency in problem-solving**.** **ENVIRONMENT** 1.1 Awareness of environmental factors that may impact decision-making and problem-solving processes. 1.2 Consideration of environmental sustainability in developing solutions and contingency plans. **LAWS** 1.1 Relevant laws and regulations that may influence	1.1 Handling complex situations, key issues, and other relevant conflicts accordingly. 1.2 Evaluating options and anticipating potential outcomes by demonstrating critical thinking skills 1.3 Documenting decision-making processes and outcomes 1.4 Identifying and addressing root causes and practical solutions to the problem 1.5 Demonstrating innovative thinking and collaborative solutions to the problems. 1.6 Managing crises. 1.7 Developing and implementing contingency plans.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		decision-making and problem-solving in Halal compliance. 1.2 Legal requirements in documenting decisions and outcomes. **COMMUNICATION** 1.1 Gather input from team members and stakeholders in decision-making processes. 1.2 Decisions, rationale, and expectations to team members and stakeholders. 1.3 Open communication and collaboration to foster innovative problem-solving approaches.	
2. Demonstrate planning and organizational skills	2.1 Plans are aligned in accordance with organizational objectives and Islamic Law 2.2 Balancing short-term and long-term responsibilities to meet deadlines are prioritized and managed 2.3 Time management strategies to maximize productivity and minimize downtime are implemented 2.4 Resource usage and adjust allocations as necessary to maintain efficiency and budget compliance are monitored	**SCIENCE** 2.1 Scientific principles related to halal compliance requirements and their integration into organizational plans. 2.2 Scientific methods for monitoring resource usage and optimizing efficiency. **TECHNOLOGY** 2.1 Technological tools for scheduling, task management, and time tracking to enhance organizational efficiency.	2.1 Aligning the plans with organizational objectives and Islamic law. 2.2 Prioritizing the balance of short-term and long-term responsibilities. 2.3 Implementing time management strategies. 2.4 Monitoring the resource usage and adjusting allocations.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.2 Resource monitoring and optimization.

ENVIRONMENT
2.1 Environmental factors that may impact organizational planning and halal compliance implementation.
2.2 Consideration of environmental sustainability in resource management practices.

LAWS
2.1 Relevant laws and regulations governing Halal compliance and their implications for organizational planning.
2.2 Legal requirements related to resource management and budget allocation.

COMMUNICATION
2.1 Resource needs and utilization trends to facilitate efficient adjustments and decision-making. | |

RANGE OF VARIABLES

VARIABLE	RANGE
1. Crises related to halal food production and workplace	**May include:** 1.1 Non-Halal Contamination 1.2 Non-Compliance with Halal Standards 1.3 Animal Welfare Issues 1.4 Foodborne Illness Outbreaks 1.5 Equipment Malfunctions 1.6 Supply Chain Disruptions 1.7 Workplace Injuries and Accidents 1.8 Regulatory Non-Compliance 1.9 Negative Publicity and Consumer Trust Issues 1.10 Quality Control Failures 1.11 Chemical Contamination 1.12 Labor Disputes or Workforce Shortages 1.13 Natural Disasters 1.14 Recall of Products 1.15 Market and Economic Fluctuations

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Delt with decision-making and problem-solving 1.2 Demonstrated planning and organizational skills
2. Resource Implications	**The following resources should be provided**: 2.1 Work location 2.2 Facilities, tools and equipment and materials relevant to the aunit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Observation with questioning 3.3 Interview/Oral questioning 3.4 Written test 3.5 Portfolio assessment
4. Context of Assessment	Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : **DEMONSTRATE RESPECT AND UNDERSTANDING OF DIVERSE CULTURAL PRACTICES RELATED TO HALAL.**

UNIT CODE : **CS-PFB334306**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes to accommodate and respect cultural differences in the workplace.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Demonstrate knowledge of cultural practices	1.1 Understanding of the ***cultural and religious practices related to Halal food production*** is demonstrated 1.2 Diverse cultural backgrounds of employees, customers, and other stakeholders are recognized 1.3 Inclusive working environment is respected and promoted	**SCIENCE** 1.1 Scientific principles regarding the cultural practices related to halal food production. 1.2 Scientific methods for facilitating culturally appropriate practices in the workplace. **TECHNOLOGY** 1.1 Researching and understanding diverse cultural practices related to halal food production. 1.2 Inclusivity and cultural sensitivity in the workplace. **ENVIRONMENT** 1.1 Cultural diversity within the workplace and its impact on organizational dynamics. 1.2 Environmental factors that may influence cultural interactions and perceptions. **LAWS** 1.1 Cultural practices and their implications for halal food production. 1.2 Legal requirements related to cultural sensitivity and diversity in the workplace.	1.1 Demonstrating cultural and religious practices related to halal food production. 1.2 Recognizing the diverse cultural backgrounds of employees, customers, and other stakeholders 1.3 Respecting and promoting an inclusive working environment

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		COMMUNICATION 1.1 Respect for diverse cultural backgrounds and practices. 1.2 Inclusive policies and practices to promote a culturally sensitive work environment.	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural and religious practices related to halal food production	**May include:** 1.1 Permissible Ingredients (Halal and Haram) 1.2 Animal Welfare and Ethical Slaughter 1.3 Separation from Non-Halal (Cross-Contamination) 1.4 Halal Certification 1.5 Hygiene and Sanitation 1.6 Processing and Additives 1.7 Packaging and Storage

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Demonstrated knowledge of cultural practices
2. Resource Implications	**The following resources should be provided**: 2.1 Work location 2.2 Facilities, tools and equipment, and materials relevant to the unit of competency
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration with questioning 3.2 Observation with questioning 3.3 Interview/Oral questioning 3.4 Written test 3.5 Portfolio assessment
4. Context of Assessment	Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

GLOSSARY

Abattoir or slaughterhouse – Premises that are approved and registered by the

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

Contaminant - Refers to any substance not intentionally added to food. Food production processes can lead to substances entering the food at any moment: during manufacturing, handling, storage, processing or distribution. Contaminants can also enter the food from the environment. The presence of such substance in food must be monitored carefully to avoid contamination affecting the quality of the food or making the food unsafe.

Contamination - Describes a situation of the presence of unwanted elements that is not appropriate for use. Any 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)*

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.

Good Manufacturing Practice (GMP) – 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)*

Halâl – Arabic term which means permissible or lawful.

Halâl Assurance Management System (HAS) - System that implements a food safety program (e. g. HACCP, GMP, SSOPs) and Halâl requirements across the supply chain.

Halâl slaughter – Slaughtering   of animal in accordance to Islamic law.

Invocation – Muslim prayer; Bismillahi- in the name of Allah; Wallahu akbar- Allah is the greatest

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); Order of Allah which relate to the action of the people who are being accountable (mukallafah) by obligation, opinion or al wadhú implementation of any Islamic principles e. g. adhering to the prayer time is the requirement for prayer to be valid) or pertaining to the rule or order of Allah S. W. T. to be followed by Muslim Ummah in their daily activities that is based on *Quran, Sunnah, Ijma and Qiyas.*

Meat Processing - A process utilized in altering fresh meat except simple grinding, cutting, and mixing. In the broadest sense these includes curing, smoking, canning, freezing, dehydration, production of intermediate moisture-products and the use of certain additives such as chemicals and enzymes.

Meat Product - Any product capable of use as human food which is made wholly or in part from any meat or other portion of the carcass of any food animals, excepting products which contain meat or other portions of such carcasses only in a relatively small proportion or historically have not been considered by consumers as products of the meat industry, and which are exempted from definition as a meat product by the Secretary under such conditions as he may prescribe to assure that the meat or other portions of such carcasses contained in such product are not adulterated and that such products are not represented as meat products.

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).

Occupational Safety and Health (OSH) - Also known as Occupational Safety and Health (OHS) refers to the generic practice of addressing and reducing potential safety and health risk to employees. This can cover anything from risk assessment, injury, prevention, work-life balance, safety protocols, workplace hazards, to compensation and benefits, and employee management.

Personal Protective Equipment (PPE) - An equipment worn to prevent food contamination or injuries to workers from such factors as cuts, burns or chemical exposure.

Sanitation Standard Operating Procedures (SSOPs) - Documented system for assuring that personnel, facilities, equipment and utensils is 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.

Supervisor - Oversees and supervises the entire process of the Halal slaughtering and/or meat processing activities in accordance with Islamic rules and certification body standards.

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