COMPETENCY-BASED CURRICULUM

Sector :

HUMAN HEALTH AND HEALTH SECTOR

Qualification :

CADAVER PRESERVATION SERVICES LEVEL III

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City, Metro Manila

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HOW TO USE THE COMPETENCY-BASED CURRICULUM (CBC) EXEMPLAR

Welcome to the CBC Exemplar on **Cadaver Preservation Services Level III,** a qualification under the **Human Health and Health Sector.**

This essential training document was prepared collaboratively by the Curriculum and Training Aids Development Division (CTADD), trainers, content experts, industry experts and other stakeholders to provide complete guidance in the conduct of TVET programs in Cadaver Preservation Services Level III. This serves as a basis for the groundwork and actual implementation of a training program as well as a reference for program registration under the UTPRAS. And it contains the minimum specifications for a training program which TVIs must adhere to prior to integrating additional contents.

Sourced from the stipulations in an analysis of the related/corresponding Competency Standards, this CBC Exemplar sets out the specifications for a course or subject (module) which describe all the training experiences that a trainee or learner undergoes that leads to an appropriate certification. It generally includes the following components, namely:

COMPONENT	DESCRIPTION
Learning Outcomes (LOs)	Clear statements of what a learner can be expected to know, understand and/or do as a result of a learning experience*. (IRR of RA No. 10968)*
Contents	Specific knowledge, skills and attitude that are to be addressed within this learning outcome.
Conditions	Specify the conditions under which the learning and assessment will take place. This can include a list of tools and equipment, access to learning resources and equipment manuals, and type of facility. This should specify the scope or range of the equipment and facilities to be assessed.
Methodologies	Instructional strategies utilized to facilitate the transfer of knowledge to the learners allowing them to perform the given tasks or work activities according to defined standards.
Assessment Methods	Techniques used in gathering different types of evidence to evaluate a candidate for a particular qualification.

In addition, the nominal duration of the program indicates the contact hours between the learner and the trainer, regardless of the modality, either face-to-face or online synchronous activities. The Supervised Industry Learning (SIL), or training under a workplace environment, is also included.

The TVIs are required to conduct an assessment per module based on the assessment criteria specified in the CBC Exemplar. Learners have to complete all the requirements (in a form of formative assessments or performance tasks, among others) of a competency prior to the issuance of a Certificate of Achievement. This essential document allows a learner to proceed to the remaining modules of the succeeding competency/ies. Concurrently, a summative institutional assessment must be administered to learners for them to proceed in taking up the corresponding National Competency Assessment.

With the rise of dynamic and emerging technologies brought about by area-based/demand-based requirements in the regional and provincial levels, the users of this CBC Exemplar may constantly review and update this depending on the needs of their industry counterparts to ensure the delivery of quality TVET programs.

COURSE DESIGN

COURSE TITLE : **CADAVER PRESERVATION SERVICES LEVEL III**

NOMINAL DURATION : 40 Hours (Basic Competencies)
36 Hours (CommonCompetencies)
242 Hours (Core Competencies)
318 hours

200 hours : *Supervised Industry Learning (SIL)*

COURSE DESCRIPTION:

This course is designed to equip learners with the knowledge, practical skills, and attitudes necessary to identifying and handling cadavers, performing anatomical embalming, implementing cadaver preservation, and disposing the anatomical cadaver.

Upon completion of the course, the learners are expected to demonstrate the above-mentioned competencies to be employed. To obtain this, all units prescribed for this qualification must be achieved.

ENTRY REQUIREMENTS:

Trainees or students wishing to gain entry in any of these courses should possess the following requirements:

- Completed at least 10 years basic education or Holder of Alternative Learning Systems (ALS) certificate of completion with grade 10 equivalent
- At least high school graduate (10 years old curriculum/12 years K-12 Curriculum)
- Must able to communicate, verbal or non-verbal;
- Basic skills in computation and mensuration; and
- Basic knowledge of word processing, presentation, and spreadsheet tools is required for creating documents, presentations, and managing data.

COURSE STRUCTURE:

BASIC COMPETENCIES
(40 hours)

UNIT OF COMPETENCY	MODULE TITLE	LEARNING OUTCOMES	NOMINAL DURATION
1. Lead workplace communication	1.1 Leading workplace communication	1.1.1 Communicate information about workplace processes 1.1.2 Lead workplace discussions 1.1.3 Identify and communicate issues arising in the workplace	6 hours
2. Lead small teams	2.1 Leading small teams	2.1.1 Provide team leadership 2.1.2 Assign responsibilities 2.1.3 Set performance expectations for team members 2.1.4 Supervise team performance	4 hours
3. Apply critical thinking and problem-solving techniques in the workplace	3.1 Applying critical thinking and problem-solving techniques in the workplace	3.1.1 Examine specific workplace challenges 3.1.2 Analyze the causes of specific workplace 3.1.3 Formulate resolutions to specific workplace challenges 3.1.4 Implement action plans and communicate results	4 hours
4. Work in a diverse environment	4.1 Working in a diverse environment	4.1.1 Develop an individual's cultural awareness and sensitivity 4.1.2 Work effectively in an environment that acknowledges and values cultural diversity 4.1.3 Identify common issues in a multicultural and diverse environment	4 hours

5. Propose methods of applying learning and innovation on the organization	5.1 Proposing methods of applying learning and innovation on the organization	5.1.1 Assess work procedures, processes and systems in terms of innovative practices 5.1.2 Generate practical action plans for improving work procedures, processes 5.1.3 Evaluate the effectiveness of the proposed action plans	3 hours
6. Use information systematically	6.1 Using information systematically	6.1.1 Use technical information 6.1.2 Apply information technology (IT) 6.1.3 Edit, format and check information	8 hours
7. Evaluate Occupational safety and health work practices	7.1 Evaluating occupational safety and health work practices	7.1.1 Interpret Occupational Safety and Health practices 7.1.2 Set OSH work targets 7.1.3 Evaluate effectiveness of Occupational Safety and Health work instructions	4 hours
8. Evaluate environmental work practices	8.1 Evaluating environmental work practices	8.1.1 Interpret environmental practices, policies and procedures 8.1.2 Establish targets to evaluate environmental practices 8.1.3 Evaluate effectiveness of environmental practices	3 hours
9. Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)	9.1 Facilitating entrepreneurial skills for micro-small-medium enterprises (MSMEs)	9.1.1 Develop and maintain micro-small-medium enterprise (MSMEs) skills in the organization 9.1.2 Establish and maintain client-base/market 9.1.3 Apply budgeting and financial management skills	5 hours

COMMON COMPETENCIES
(36hrs)

Units of Competency	Module Title	Learning Outcomes	Nominal Duration
1. Implement and monitor infection control policies and procedures	1.1 Implementing and monitor infection control policies and procedures	1.1.1 Provide information to the work group about the organization's infection control policies and procedures 1.1.2 Integrate the organization's infection control policy and procedure into work practices 1.1.3 Monitor infection control performance and implement improvements in practices	4
2. Maintain quality standards in the workplace	2.1 Maintaining quality standards in the workplace	2.1.1 Assess laboratory service requirements 2.1.2 Assess work quality 2.1.3 Engage in quality improvement	4
3. Apply health and sanitation practices in the workplace	3.1 Applying health and sanitation practices in the workplace	3.1.1 Comply with health regulations 3.1.2 Assess own work 3.1.3 Maintain tools and equipment 3.1.4 Check stocks 3.1.5 Provide a dignified environment	4
4. Apply basic first aid	4.1 Applying basic first aid	3.1.1 Assess the situation 3.1.2 Apply basic first aid techniques 3.1.3 Communicate details of the incidents	4
5. Update industry knowledge and practice through continuing education	5.1 Updating industry knowledge and practice through continuing education	5.1.1 Seek information on the industry 5.1.2 Update industry knowledge	4

6. Perform workplace security and safety practices	6.1 Performing workplace security and safety practices	6.1.1 Follow workplace procedures for health, safety and security practices 6.1.2 Deal with emergency situations 6.1.3 Maintain safe personal presentation standards	4
7. Perform computer operation	7.1 Performing computer operation	7.1.1 Plan and prepare for task to be taken undertaken 7.1.2 Input data into computer 7.1.3 Access information using computer 7.1.4 Produce output/ data using computer system 7.1.5 Use basic functions of a www-browser to locate information 7.1.6 Maintain computer equipment and systems	8

CORE COMPETENCIES

(242 hrs)

Units of Competency	Module Title	Learning Outcomes	Nominal Duration
1. Identify cadaver	1.1 Identifying cadaver	1.1.1 Perform identification procedure 1.1.2 Obtain legal documentation	40
2. Handle cadaver	2.1 Handling cadaver	2.1.1 Transport the cadaver in a dignified manner 2.1.2 Implement proper hygiene and sanitation procedures 2.1.3 Prevent contamination and cross-contamination	40
3. Perform Anatomical Embalming	3.1 Performing Anatomical Embalming	3.1.1 Prepare anatomical embalming solution 3.1.2 Prepare the cadaver for anatomical embalming 3.1.3 Raise the vessels 3.1.4 Inject anatomical embalming fluids 3.1.5 Suture incisions	40

4. Implement Cadaver Preservation	4.1 Implement Cadaver Preservation	4.1.1 Receive the cadaver 4.1.2 Maintain the cadaver 4.1.3 Prepare anatomical specimens 4.1.4 Deflesh and debone cadaver 4.1.5 Articulate bone	104
5. Dispose Anatomical Cadaver	5.1 Disposing Anatomical Cadaver	4.1.1 Prepare cadaver for disposal 4.1.2 Coordinate with relevant authorities 4.1.3 Conduct cadaver disposal 4.1.4 Maintain documentation and reports	18

RESOURCES:

Recommended list of tools, equipment and materials for the training of 25 trainees

TOOLS (SUBSCRIPTION)

Quantity	Unit	Description / Specification
1	Unit	Learning Management System (Educational/Academic Subscription/License)
1	Unit	Office Productivity Tools (offline or online)
1	Unit	Internet access
1	Unit	Presentation software

TOOLS, EQUIPMENT AND MATERIALS

TOOLS		
Quantity	**Unit**	**Description / Specification**
25	pcs	Scalpel with Blades (No. 10–22)
25	pcs	Forceps (Blunt & Toothed)
25	pcs	Scissors (Straight & Curved)
25	pcs	Hemostats / Clamps
2	pcs	Bone Cutter / Rib Shears
25	pcs	Suture Needles (Curved, Straight, Tapered)
2	pcs	Suture Materials (Silk, Nylon, Cotton, Absorbable)
1	pc	Stirring Rod
1	pc	Mixing Paddle
25	pcs	Needle Holders
25	pcs	Brushes
2	pcs	Funnels
25	pcs	Pinking Shears
1	pc	Measuring Tape
1	pc	Ruler
4	pcs	Measuring cups / Beakers

25	pcs	Syringes
25	pcs	Aneurysm Hook
EQUIPMENT		
Quantity	**Unit**	**Description / Specification**
1	units	1 for body Morgue Refrigerator / Cold Storage Unit
2	units	Embalming Machine
2	units	Suction
2	pcs	Embalming/Mortuary Table
2	pcs	Stainless Work Table
2	units	Drainage System
2	units	Adjustable Trolley
1	unit	Body Lifting Device
1	unit	Hydraulic Lift
2	units	Overhead Lamp
1	unit	Chemical Weighing Scale
2	sets	Measuring Cylinders (50 ml, 100ml, 500ml, 1000ml, 2000ml)
2	sets	Beakers ((50 ml, 100ml, 500ml, 1000ml, 2000ml)
2	sets	Graduated Flasks (200ml, 500ml, 1000ml)
5	pcs	Sharp container
1	pcs	fume hoods
25	units	splash shields
1	unit	Sterilizer/autoclave
1	unit	Camera
25	pcs	Ballpen
25	pcs	Marker
1	unit	Digital pH Meter / pH Test Strips
1	set	Chemical Storage Cabinet (90 cm (H) × 90 cm (W) × 45 cm (D))
1	pc	Stainless Steel Rack / Tray
1	roll	Labeling Tape (masking tape)
2	pcs	Record Logbook
25	pcs	Sample Cadaver Registry Form
25	pcs	Sample Death Certificate
10	unit	Exhaust Fan
MATERIALS		
Quantity	**Unit**	**Description / Specification**
10	gals	Formalin
2	gal	Phenol
10	gals	Glycerin
10	gals	Alcohol / Ethanol
1	kl	Borax
2	gals	Hydrogen Peroxide
2	gals	Disinfectants Alcohol 70% Isophrophyl
1	kl	Cotton (pack)

20	packs	Gauze pad (4 inch x 4 inch)
5	meters	Rubber Tubing
2	pcs	Mixing containers (20L capacity)
25	pcs	Jars
100	pcs	Tags and Labels for cadaver
25	sets	PPE (disposable & heavy-duty), Apron (waterproof), Head cap, Shoe covers, Face mask, Gown
2	pcs	Plastic Bags (body bag)
1	liter	Liquid Soap (1L)
7	pcs	Foot Pedal Waste Bins
2	sets	Biohazard Bags (color coded: yellow, green, red)

ENTRY REQUIREMENTS:

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- At least high school graduate (10 years old curriculum/12 years K-12 Curriculum)
- Must able to communicate, verbal or non-verbal;
- Basic skills in computation and mensuration; and
- Basic skills in computer literate

TRAINING FACILITIES

Based on a class intake of 25 learners/trainees

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQ. METERS	TOTAL AREA IN SQ. METERS
Contextual Learning Area (Lecture room)	10 x 5	50	50
Cadaver Laboratory Room (Anatomy Laboratory)	10 x 8	80	50
Practical Work Area (Activity area) / Laboratory Area (Morgue)	6 x 5	30	30
Osteology Room	10 x 5	50	50
Learning Resource Area	4 x 4	16	16
Cadaver Storage Room (Cold Room)	10 x 5	50	50
Chemical and Storage Facilities	5 x 2	10	10
Wash area/ comfort room (Male, Female, with provision for PWD)	5 x 3	15	15
		GRAND TOTAL AREA:	271 sq. m.

COURSE DELIVERY:

- Interactive Discussion
- Demonstration
- Individual and group practice
- Supervised Industry Learning (SIL)

ASSESSMENT METHODS:

- Written test
- Demonstration with Oral questioning
- Interview/Questioning
- Observation

TRAINER'S QUALIFICATIONS:

- Must have a Bachelor's Degree in Medical Allied Program
- Must be a holder of National TVET Trainers Certificate (NTTC) Level I
- Must have at least two (2) years industry experience for the last three (3) years; and
- Must possess good communication skills
- Must be computer literate
- Must be literate to basic laboratory equipment

MODULES OF INSTRUCTION

BASIC COMPETENCIES

(CADAVER PRESERVATIONS SERVICES LEVEL III)

UNIT OF COMPETENCY : **LEAD WORKPLACE COMMUNICATION**

MODULE TITLE : **LEADING WORKPLACE COMMUNICATION**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitudes required to lead in the dissemination and discussion of ideas, information and issues in the workplace.

NOMINAL DURATION : 6 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module the students/trainees will be able to:

LO1. Communicate information about workplace processes.

LO2. Lead workplace discussions.

LO3. Identify and communicate issues arising in the workplace.

LO1. COMMUNICATE INFORMATION ABOUT WORKPLACE PROCESSES

ASSESSMENT CRITERIA:

- Relevant communication methods are selected based on workplace procedures.
- Multiple operations involving several topics/areas are communicated following enterprise requirements.
- Questioning is applied to gain extra information.
- Relevant sources of information are identified in accordance with workplace/client requirements.
- Information is selected and organized following enterprise procedures.
- Verbal and written reporting is undertaken when required.
- Communication and negotiation skills are applied and maintained in all relevant situations

CONTENTS:

- Methods of communication in the workplace
- Effective Verbal Communication
- Written and Electronic Communication Methods
- Effective Questioning Techniques: Clarifying and Probing
- Workplace Etiquette

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Workplace Communication
- Communication tools
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. LEAD WORKPLACE DISCUSSIONS

ASSESSMENT CRITERIA:

1. Response to workplace issues are sought following enterprise procedures.
2. Response to workplace issues are provided immediately.
3. Constructive contributions are made to workplace discussions on such issues as production, quality and safety.
4. Goals/objectives and action plans undertaken in the workplace are communicated promptly.

CONTENTS:

- Organizational policy on production, quality, and safety
- Goals/Objectives and action plan setting
- Workplace Discussions

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Workplace Communication
- Communication tools
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

LO3. IDENTIFY AND COMMUNICATE ISSUES ARISING IN THE WORKPLACE

ASSESSMENT CRITERIA:

1. Issues and problems are identified as they arise.
2. Information regarding problems and issues are organized coherently to ensure clear and effective communication.
3. Dialog is initiated with appropriate personnel.
4. Communication problems and issues are addressed as they arise.
5. Barriers in communication are identified to be addressed properly

CONTENTS:

- Organizational policy dealing with issues and problems
- Common workplace issues and problems
  - Workplace policies

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Workplace Communication
- Communication tools
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

UNIT OF COMPETENCY : **LEAD SMALL TEAMS**

MODULE TITLE : **LEADING SMALL TEAMS**

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

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module the students/trainees will be able to:

LO1. Provide team leadership

LO2. Assign responsibilities among members

LO3. Set performance expectations for team members

LO4. Supervise team performance

LO1. PROVIDE TEAM LEADERSHIP

ASSESSMENT CRITERIA:

1. Work requirements are identified and presented to team members based on company policies and procedures.
2. Reasons for instructions and requirements are communicated to team members based on company policies and procedures.
3. Team members' queries and concerns are recognized, discussed and dealt with based on company practices.

CONTENTS:

- Effective Team Leadership: Strategies for Becoming a Successful Team Leader
- Team Leadership Models
- Leadership Expectations
- Qualities of an Effective Team Leader
- Responsibilities of a Team Leader
- Communication Skills required for Leading Small Teams
- The Pros and Cons of Leadership Teams
- The Art of Listening and Addressing Individual Team Member Concerns
- Company Policies and Procedures

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Small Teams
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. ASSIGN RESPONSIBILITIES

ASSESSMENT CRITERIA:

1. Responsibilities are allocated having regard to the skills, knowledge and aptitude required to undertake the assigned task based on company policies.
2. Duties are allocated having regard to individual preference, domestic and personal considerations, whenever possible

CONTENTS:

- Duties and Responsibilities of each Team Member
- Skills in Identifying INdividual Skills, Knowledge , and Attitude as Basis for Allocating responsibilities
- Knowledge in Identifying each Team Member Duties and responsibilities

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Small Teams
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. SET PERFORMANCE EXPECTATION FOR TEAM MEMBERS

ASSESSMENT CRITERIA:

1. Performance expectations are established based on client needs and according to assignment requirements.
2. Performance expectations are based on individual team member's knowledge, skills and aptitude.
3. Performance expectations are discussed and disseminated to individual team members.

CONTENTS:

- Knowledge and Skills in Setting Individual Performance Target / Expectations
- Team Members Duties and Responsibilities
- Employee Policies and Procedures
- Defining Performance Expectations Criteria

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Small Teams
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO4. SUPERVISE TEAM PERFORMANCE

ASSESSMENT CRITERIA:

1. Performance is monitored based on defined performance criteria and/or assignment instruction.
2. Team members are provided with feedback, positive support and advice on strategies to overcome any deficiencies based on company practices.
3. Performance issues which cannot be rectified or addressed within the team are referred to appropriate personnel according to employer policy.
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.
5. Team operations are monitored to ensure that employer/client needs and requirements are met.
6. Follow-up communication is provided on all issues affecting the team.
7. All relevant documentation is completed in accordance with company procedures.

CONTENTS:

- Monitoring and Enhancing Team Performance
- Monitoring Team Operation to ENsure CLient Needs and Satisfaction
- Methods of Monitoring Performance
- Informal / Formal Counseling Skills

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Leading Small Teams
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

UNIT OF COMPETENCY	:	**APPLY CRITICAL THINKING AND PROBLEM SOLVING TECHNIQUES IN THE WORKPLACE**
MODULE TITLE	:	**APPLYING CRITICAL THINKING AND PROBLEM SOLVING TECHNIQUES IN THE WORKPLACE**
MODULE DESCRIPTOR	:	This module 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.
NOMINAL DURATION	:	4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Examine specific workplace strategies

LO2. Analyze the causes of specific workplace challenges

LO3. Formulate resolutions to specific workplace challenges

LO4. Implement action plans and communicate results

LO1. EXAMINE SPECIFIC WORKPLACE STRATEGIES

ASSESSMENT CRITERIA:

1. Variances are examined from normal operating parameters and product quality.
2. Extent, cause and nature of the specific problem are defined through observation, investigation and analytical techniques.
3. Problems are clearly stated and specified.

CONTENTS:

- Workplace Challenges
- Analytical techniques in Problem Solving
- Workplace Standard Operating Procedures

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Applying Critical Thinking and Problem-Solving Techniques in the Workplace
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. ANALYZE THE CAUSES OF SPECIFIC WORKPLACE CHALLENGES

ASSESSMENT CRITERIA:

1. Possible causes of specific problems are identified based on experience and the use of problem solving tools / analytical techniques.
2. Possible cause statements are developed based on findings.
3. Fundamental causes are identified per results of investigation conducted.

CONTENTS:

- Specific Workplace Problems
- 5Ws and 1 H Problem Solving
- Steps in Effective Problem Solving in the Workplace

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Applying Critical Thinking and Problem-Solving Techniques in the Workplace
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. FORMULATE RESOLUTIONS TO SPECIFIC WORKPLACE CHALLENGES

ASSESSMENT CRITERIA:

1. All possible options are considered for resolution of the problem.
2. Strengths and weaknesses of possible options are considered.
3. Corrective actions are determined to resolve the problem and possible future causes.
4. Action plans are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures

CONTENTS:

- Occupational Health and Safety (OHS)
- Decision-making process
- Risk Management Assessment

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Applying Critical Thinking and Problem-Solving Techniques in the Workplace
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO4. IMPLEMENT ACTION PLANS AND COMMUNICATE RESULTS

ASSESSMENT CRITERIA:

1. Action plans are implemented and evaluated.
2. Results of plan implementation and recommendations are prepared.
3. Recommendations are presented to appropriate personnel.
4. Recommendations are followed-up, if required.

CONTENTS:

- Action Plan
- Effective Communication
- Communication and Reporting

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Applying Critical Thinking and Problem-Solving Techniques in the Workplace
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

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

MODULE TITLE : **WORKING IN A DIVERSE ENVIRONMENT**

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

NOMINAL DURATION : 3 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Develop an individual's cultural awareness and sensitivity

LO2. Work effectively in an environment that acknowledges and values cultural diversity

LO3. Identify common issues in a multicultural and diverse environment

LO1. DEVELOP AN INDIVIDUAL'S CULTURAL AWARENESS AND SENSITIVITY

ASSESSMENT CRITERIA:

1. Individual differences with clients, customers and fellow workers are recognized and respected in accordance with enterprise policies and core values.
2. Differences are responded to in a sensitive and considerate manner
3. Diversity is accommodated using appropriate verbal and nonverbal communication

CONTENTS

- Individual Cultural Awareness
- Cultural Diversity
- Workplace Diversity Recognition

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Working in a Diverse Environment
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. WORK EFFECTIVELY IN AN ENVIRONMENT THAT ACKNOWLEDGES AND VALUES CULTURAL DIVERSITY

ASSESSMENT CRITERIA:

1. Knowledge, skills and experiences of others are recognized and documented in relation to team objectives.
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.
3. Relations with customers and clients are maintained to show that diversity is valued by the business.

CONTENTS:

- Value of Diversity in the Economy and Society
- Inclusivity in a Diverse Workplace Environment
- Strategies for Customer Service Excellence in a Diverse Workplace Environment

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Working in a Diverse Environment
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. IDENTIFY COMMON ISSUES IN A MULTICULTURAL AND DIVERSE ENVIRONMENT

ASSESSMENT CRITERIA:

1. Diversity-related conflicts within the workplace are effectively addressed and resolved.
2. Discriminatory behaviors towards customers/stakeholders are minimized and addressed accordingly.
3. Change management policies are in place within the organization.

CONTENTS:

- Common-Issues in a Multicultural Diverse Environment
- Diversity-Related Conflicts in the Workplace

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Working in a Diverse Environment
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

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

MODULE TITLE : **PROPOSING METHODS OF APPLYING LEARNING AND INNOVATION IN THE ORGANIZATION**

MODULE DESCRIPTOR : This module 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.

NOMINAL DURATION : 3 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Assess work procedures, processes and systems in terms of innovative practices

LO2 Generate practical action plans for improving work procedures, processes

LO3 Evaluate the effectiveness of the proposed action plans

LO1. ASSESS WORK PROCEDURES, PROCESSES AND SYSTEMS IN TERMS OF INNOVATIVE PRACTICES

ASSESSMENT CRITERIA:

1. Reasons for innovation are incorporated to work procedures.
2. Models of innovation are researched.
3. Gaps or barriers to innovation in one's work area are analyzed.
4. Staff who can support and foster innovation in the work procedure are identified.

CONTENTS:

- Knowledge Management
- Convergent Thinking Vs. Divergent Thinking
- Concepts and Habits of Effective People that Foster Innovation and Adaptation Concepts
- Innovation Models and Levels
- Tangible and Intangible Assets in the Organization

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Proposing Methods of Applying Learning and Innovation in the Organization
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. GENERATE PRACTICAL ACTION PLANS FOR IMPROVING WORK PROCEDURES, PROCESSES

ASSESSMENT CRITERIA:

1. Ideas for innovative work procedure to foster innovation using individual and group techniques are conceptualized
2. Range of ideas with other team members and colleagues are evaluated and discussed
3. Work procedures and processes subject to change are selected based on workplace requirements (feasible and innovative).
4. Practical action plans are proposed to facilitate simple changes in the work procedures, processes and systems.
5. Critical inquiry is applied and used to facilitate discourse on adjustments in the simple work procedures, processes and systems.

CONTENTS:

- Innovative Work Procedures that Foster Innovation
- HIgh Octane KM
- KM Framework
- Business Process Assessment

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Proposing Methods of Applying Learning and Innovation in the Organization
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. EVALUATE THE EFFECTIVENESS OF THE PROPOSED ACTION PLANS

ASSESSMENT CRITERIA:

1. Work structure is analyzed to identify the impact of the new work procedures.
2. Co-workers/key personnel are consulted to know who will be involved with or affected by the work procedure.
3. Work instruction operational plan of the new work procedure is developed and evaluated.
4. Feedback and suggestions are recorded.
5. Operational plan is updated.
6. Results and impact on the developed work instructions are reviewed.
7. Results of the new work procedure are evaluated.
8. Adjustments are recommended based on results gathered.

CONTENTS:

- Process of Creating a Technical Manual
- Group Knowledge Processes
- Knowledge Process Arrangement
- Business Process Assessment

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Proposing Methods of Applying Learning and Innovation in the Organization
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

UNIT OF COMPETENCY : **USE INFORMATION SYSTEMATICALLY**

MODULE TITLE : **USING INFORMATION SYSTEMATICALLY**

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

NOMINAL DURATION : 8 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Use technical information

LO2 Apply information technology (IT)

LO3 Edit, format and check information

LO1. USE TECHNICAL INFORMATION

ASSESSMENT CRITERIA:

1. Information is collated and organized into a suitable form for reference and use.
2. Stored information is classified so that it can be quickly identified and retrieved when needed.
3. Guidance is advised and offered to people who need to find and use information.

CONTENTS:

- Collating Information
- Collecting, Organizing, and Analyzing Information
- Preparing Data in the Workplace

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Using Information Systematically
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. APPLY INFORMATION TECHNOLOGY (IT)

ASSESSMENT CRITERIA:

1. The technical information system is operated using agreed procedures.
2. Appropriate and valid procedures are operated for inputting, maintaining and archiving information.
3. Software required is utilized to execute the project activities.
4. Information and data obtained are handled, edited, formatted and checked from a range of internal and external sources.
5. Information is extracted, entered, and processed to produce the outputs required by customers.
6. Own skills and understanding are shared to help others.
7. Specified security measures are implemented to protect the confidentiality and integrity of project data held in IT systems.

CONTENTS:

- Data and Information Software Management
- Brief Introduction on Information Technology (IT)
- Software Application in Collating Information
- Database Management
- Confidentiality, Integrity, and Availability (CIA)

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Using Information Systematically
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. EDIT, FORMAT AND CHECK INFORMATION

ASSESSMENT CRITERIA:

1. Basic editing techniques are used.
2. Accuracy of documents are checked.
3. Editing and formatting tools and techniques are used for more complex documents.
4. Proofreading techniques are used to check that documents look professional.

CONTENTS:

- Data Editing and Proofreading
- Data Editing in Surveys and Data Processing
- Proofreading Techniques

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Using Information Systematically
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

UNIT OF COMPETENCY	:	**EVALUATE OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES**
MODULE TITLE	:	**EVALUATING OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES**
MODULE DESCRIPTOR	:	This module 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.
NOMINAL DURATION	:	5 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Interpret Occupational Safety and Health practices

LO2. Set OSH work targets

LO3. Evaluate effectiveness of Occupational Safety and Health work instructions

LO1. INTERPRET OCCUPATIONAL SAFETY AND HEALTH PRACTICES

ASSESSMENT CRITERIA:

1. OSH work practices issues are identified relevant to work requirements
2. OSH work standards and procedures are determined based on applicability to nature of work
3. Gaps in work practices are identified related to relevant OSH work standards

CONTENTS:

- OSH Work Practices
- OSH Work Standards
- General OSH Principles and Legislations
- Company/ Workplace Policies/ Guidelines
- Standards and Safety Requirements of Work Process and Procedures

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Occupational Safety and Health Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO2. SET OSH WORK TARGETS

ASSESSMENT CRITERIA:

1. Relevant work information are gathered necessary to determine OSH work targets
2. OSH Indicators based on gathered information are agreed upon to measure effectiveness of workplace OSH policies and procedures
3. Agreed OSH indicators are endorsed for approval from appropriate personnel
4. OSH work instructions are received in accordance with workplace policies and procedures

CONTENTS:

- OSH work targets
- OSH indicators
- OSH work instructions
- Safety and health requirements of tasks
- Workplace guidelines on providing feedback on OSH and security concerns
- OSH Regulations and Hazard Control Procedures
- OSH Trainings Relevant to Work

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Occupational Safety and Health Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

LO3. EVALUATE EFFECTIVENESS OF OCCUPATIONAL SAFETY AND HEALTH WORK INSTRUCTIONS

ASSESSMENT CRITERIA:

1. OSH practices are observed based on workplace standards
2. Observed OSH practices are measured against approved OSH metrics
3. Findings regarding effectiveness are assessed and gaps identified are implemented based on OSH work standards

CONTENTS:

- OSH Practices
- OSH Metrics
- OSH Evaluation techniques
- OSH Work standards

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Occupational Safety and Health Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination

UNIT OF COMPETENCY : **EVALUATE ENVIRONMENTAL WORK PRACTICES**

MODULE TITLE : **EVALUATING ENVIRONMENTAL WORK PRACTICES**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitude to interpret environmental issues, establish targets to evaluate environmental practices and evaluate effectiveness of environmental practices.

NOMINAL DURATION : 2 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Interpret environmental practices, policies and procedures

LO2. Establish targets to evaluate environmental practices

LO3. Evaluate effectiveness of environmental practices

LO1. INTERPRET ENVIRONMENTAL PRACTICES, POLICIES AND PROCEDURES

ASSESSMENT CRITERIA:

1. Environmental work practices issues are identified relevant to work requirements.
2. Environmental standards and procedures are determined based on applicability to the nature of work.
3. Gaps in work practices related to Environmental Standards and Procedures are identified.

CONTENTS:

- Environmental Issues
- Ecological Indicators
- Major Environmental Laws

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Environmental Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

LO2. ESTABLISH TARGETS TO EVALUATE ENVIRONMENTAL PRACTICES

ASSESSMENT CRITERIA:

1. Relevant information are gathered necessary to determine environmental work targets.
2. Environmental Indicators based on gathered information are set to measure environmental work targets.
3. Indicators are verified with appropriate personnel.

CONTENTS:

- Environmental Indicators
- Specializing in Environmental Studies
- Recording Work Environmental Practices Based on Workplace Standards

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Environmental Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

LO3. EVALUATE EFFECTIVENESS OF ENVIRONMENTAL PRACTICES

ASSESSMENT CRITERIA:

1. Work environmental practices are recorded based on workplace standards.
2. Recorded work environmental practices are compared against planned indicators.
3. Findings regarding effectiveness are assessed and gaps identified are implemented based on environment work standards and procedures.
4. Results of environmental assessment are conveyed to appropriate personnel.

CONTENTS:

- Environmental Practices

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Evaluating Environmental Work Practices
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

UNIT OF COMPETENCY	:	**FACILITATE ENTREPRENEURIAL SKILLS FOR MICRO- SMALL-MEDIUM ENTERPRISES (MSMEs)**
MODULE TITLE	:	**FACILITATING ENTREPRENEURIAL SKILLS FOR MICRO- SMALL-MEDIUM ENTERPRISES (MSMEs)**
MODULE DESCRIPTOR	:	This module covers the outcomes required to build, operate and grow a micro/small-scale enterprise.
NOMINAL DURATION	:	5 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Develop and maintain micro- small- medium enterprise (MSMEs) skills in the organization

LO2. Establish and maintain client-base/market

LO3. Apply budgeting and financial management skills

LO1. DEVELOP AND MAINTAIN MICRO- SMALL- MEDIUM ENTERPRISE (MSMEs) SKILLS IN THE ORGANIZATION

ASSESSMENT CRITERIA:

1. Appropriate business strategies are determined and set for the enterprise based on the current and emerging business environment.
2. Business operations are monitored and controlled following established procedures.
3. Quality assurance measures are implemented consistently.
4. Good relations are maintained with staff/workers.
5. Policies and procedures on occupational safety and health and environmental concerns are constantly observed.

CONTENTS:

- Common Business Models
- Relevant Laws and Regulations on Micro, Small , and Medium Enterprises (MSMEs) in the Philippines

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Facilitating Entrepreneurial Skills for Micro-Small-Medium Enterprises (MSMEs)
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

LO2. ESTABLISH AND MAINTAIN CLIENT-BASE/MARKET

ASSESSMENT CRITERIA:

1. Good customer relations are maintained.
2. New customers and markets are identified, explored and reached out to.
3. Promotions/Incentives are offered to loyal customers.
4. Additional products and services are evaluated and tried where feasible.
5. Promotional/advertising initiatives are carried out where necessary and feasible.

CONTENTS:

- Maintaining Good Customer Relations
- Expanding your Client Base

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Facilitating Entrepreneurial Skills for Micro-Small-Medium Enterprises (MSMEs)
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

LO3. APPLY BUDGETING AND FINANCIAL MANAGEMENT SKILLS

ASSESSMENT CRITERIA:

1. Enterprise is built up and sustained through judicious control of cash flows.
2. Profitability of enterprise is ensured though appropriate internal controls.
3. Unnecessary or lower-priority expenses and purchases are avoided.

CONTENTS:

- Basic Bookkeeping Record System
- Managing Finances

CONDITIONS:

The students/trainees must be provided with the following:

- CBLM on Facilitating Entrepreneurial Skills for Micro-Small-Medium Enterprises (MSMEs)
- Writing Materials (Bond Paper, Pen / pencil, other supplies and materials)
- Materials relevant to the proposed activity or task, depending on where it is contextualized, such as:
  - Desktop/ laptop
  - USB/External drive
  - Audio- Video learning materials

METHODOLOGIES:

- Group discussion
- Lecture
- Self-paced learning
- Case Studies

ASSESSMENT METHODS:

- Direct observation
- Interview
- Written Examination
- Portfolio

MODULES OF INSTRUCTION

COMMON COMPETENCIES

(CADAVER PRESERVATIONS LEVEL III)

UNIT OF COMPETENCY	**:**	**IMPLEMENT AND MONITOR INFECTION CONTROL POLICIES AND PROCEDURES**
MODULE TITLE	**:**	**IMPLEMENTING AND MONITOR INFECTION CONTROL POLICIES AND PROCEDURES**
MODULE DESCRIPTOR	**:**	This module is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organization. This unit does not apply to a role with organization-wide responsibilities for infection control policy and procedure development, implementation or monitoring.
TRAINING DURATION	**:**	

SUMMARY OF LEARNING OUTCOMES:

Upon completion of this module, the trainees/students must be able to:

LO1. Provide information to the work group about the organization's infection control policies and procedures

LO2. Integrate the organization's infection control policy and procedure into work practices

LO3. Monitor infection control performance and implement improvements in practices

LO1. **PROVIDE INFORMATION TO THE WORK GROUP ABOUT THE ORGANIZATION'S INFECTION CONTROL POLICIES AND PROCEDURES**

ASSESSMENT CRITERIA:

1. Relevant information about the organization's infection control policy, any procedures, and applicable industry codes of practice are accurately and clearly explained to the work group.

2. Information about identified hazards and the outcomes of infection risk assessments is regularly provided to the work group.

3. Opportunity is provided for the work group to seek further information on workplace infection control issues and practices.

CONTENTS:

- Chain of Infection and Its Significance
- Literacy levels and skills of workgroup
- Communication Technique
- Institutional infection control policy and procedures
- Infection Control Industry Code of Practice
- OHS (DOH AO No. 2012-0012)
- Impact of healthcare waste to public health and environment
- Policy information dissemination/sharing process using multimedia (computers, smartphones, posters, etc.)
- Principles and implementing waste minimization
- Principles of Chain of Infection and its significance
- RA 11058 OHS Law
- Universal Standard Precautions
- Various Hazard in Health Care Setting
- Sterilization techniques
- Categories of healthcare wastes
- Handling of Healthcare Hazard
- Routine Environmental Assessment
- Formulating of disinfecting solution
- Documentation of the result of health risk assessment
- R.A. 11332
- Established standards and procedures in infection control
- Knowledge and Skills on equipment for communication to be used
- Modes of communication
- Therapeutic and non-therapeutic communication

CONDITIONS:
Students/trainees must be provided with the following:

- Paper/ Notebook
- Pencils/ Ball pen
- Computer with peripherals
- Internet connection
- Telephone Storage devices Projector
- Audio-Visual Presentation

- Printer
- Tools, Supplies and Materials applicable

METHODOLOGIES:

- Online or Face-to-face Learning
- Demonstration with questioning
- Interview
- Lecture
- Discussion
- Role-Play
- Reading-Group
- Self-Learning
- Video Presentation
- Brainstorming

ASSESSMENT METHODS:

- Online or Face-to-face Learning
- Observation
- Written test
- Interview
- Oral Evaluation
- Portfolio
- Demonstration with questioning

LO2. INTEGRATE THE ORGANIZATION'S INFECTION CONTROL POLICY AND PROCEDURE INTO WORK PRACTICES

ASSESSMENT CRITERIA:

1. Therapeutic communication is applied to ensure implementation of infection control policy in the work place
2. Infection control policies and procedures are implemented based on established procedure
3. Employer's coaching and support ensures the individuals/teams are able to practice infection control procedures
4. Safe work procedures are adopted to reflect appropriate infection control practices in the work place
5. Employees are encouraged to report hazardous and infectious risks and to suggest improvement of infection control procedures

CONTENTS:

- Overview of Infection Control Policies and Procedures
  - RA 11058 – OSH Law
  - RA 9003 – Ecological Solid Waste Management Act
  - PD 856 – Sanitation Code of the Phil.
- Importance of infectious control in the workplace
- Implementation of Infection Control and Policies and Procedures
- Application of Therapeutic Communication in promoting safety and compliance
- Types of communication
- Coaching and mentoring techniques for infection control awareness
- Hazards and infectious risks
  - Appropriate wearing, removal and disposal of PPE (Personal Protective Equipment)
  - Use of computer for documentation and reporting
- Reporting and Continuous Improvement in Infection Control
- Use of computers and digital systems for:
  - Monitoring infection control compliance
  - Recording and reporting incidents
  - Disseminating policy updates and safety reminders
  - Data privacy and security in health-related documentation

CONDITIONS:

Students/trainees must be provided with the following

- Workplace infection control and health and safety policies and procedures
- Waste management procedures
- Food safety procedures
- Other organizational policies and procedures
- Duties statements and/or job descriptions

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO3. MONITOR INFECTION CONTROL PERFORMANCE AND IMPLEMENT IMPROVEMENTS IN PRACTICES

ASSESSMENT CRITERIA:

1. Infection control hazardous events are investigated promptly to identify their cause in accordance with organization policy and procedures
2. Work procedures to control infection risks are monitored and reviewed to ensure compliance
3. Training in work procedures is provided as required to ensure maintenance of ***infection control standards***
4. Inadequacies in work procedures and infection control measures are identified, corrected or reported to ***designated personnel***
5. Records of infection control risks and incidents are accurately maintained as required
6. ***Aggregate infection control*** information reports are used to identify hazards, to monitor and improve risk control Method and to indicate training needs

CONTENTS:

- Steps in investigating infection control incidents
- Hazardous and infectious risks
- Methods for monitoring compliance with infection control policies (e.g., checklists, audits, inspections)
- Infection control standards
    - Goals of infection control policy
    - Basic infection control
    - Main universal precautions
    - Standard infection control precautions
    - WHO infection prevention and control
    - Data analysis
- Infection Control Policies and Procedures
    - Company's manual on infection control policies and procedures
    - COVID 19 infection control in your workplace
    - RA 11058 - OSH law
    - RA 9003 – Ecological Solid Waste Management
- How to detect inadequacies in current infection control measures
- Roles and responsibilities of designated personnel in infection controls
    - Medical team of the company or agency
    - Support group
        - Manager
        - Infection Control Coordinator
        - Quality Improvement Coordinator
        - Infection Control Committee
        - Occupational Health and Safety Committee
- Procedures for recording infection control incidents and hazards
- Purpose of Aggregating Infection Control Information
    - Records of needle stick injuries
    - Hospital-acquired infection rates
    - DOH healthcare standards clinical indicators

- HACCP (Hazards Analysis Critical Control Point) records
- Hazard reports

CONDITIONS:

Students/trainees must be provided with the following:

- Workplace infection control and health and safety policies and procedures
- Waste management procedures
- Food safety procedures
- Other organizational policies and procedures
- Duties statements and/or job descriptions

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

UNIT OF COMPETENCY	:	**MAINTAIN QUALITY STANDARDS IN THE WORKPLACE**
MODULE TITLE	:	**MAINTAINING QUALITY STANDARDS IN THE WORKPLACE**
UNIT DESCRIPTOR	:	This module covers the knowledge, skills and attitudes needed to maintain quality standards in the workplace. This includes assessing laboratory service requirements, assessing work quality, and engaging in quality improvement.
NOMINAL DURATION	:	

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the trainees/students should be able to:

LO 1. Assess laboratory service requirements

LO2. Assess work quality

LO3. Engage in quality improvement

LO 1. **Assess laboratory service requirement**

ASSESSMENT CRITERIA:

1. ***Work instructions*** are obtained and followed in accordance with institutional standard operating procedures (SOPs).
2. Requirements are assessed against laboratory standards and specifications.
3. ***Faults***, discrepancies, and hazards in the laboratory are reported to the supervisor as per institutional procedures.
4. Laboratory activities and profiles are documented as required by institutional guidelines

CONTENTS:

- Sources of work instructions
    - Laboratory manuals
    - Faculty requests
    - Institutional policies
    - Standard operating procedures (SOPs)
- Understanding Laboratory Standards and Specifications
- Institutional policies, guidelines, and procedures.
- Laboratory safety standards and quality control measures
- Identifying and responding to faults
    - Equipment malfunction
    - Chemical spills
    - Biological hazards
    - Safety non-compliance
- Reporting and Documentation of Faults

CONDITIONS:

Student / trainees must be provided with the following:

- Laboratory manual / procedure handbook
- Standard Operating Procedures (SOP) binder
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Relevant institutional policy, guidelines, procedures and protocols
- Emergency response procedures and employee support arrangements

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO2. Assess work quality

ASSESSMENT CRITERIA:

1. ***Documentation relative to quality*** within the laboratory is used following institutional guidelines
2. Completed work is checked against laboratory standards following laboratory work standards
3. ***Errors*** are identified following laboratory work standards
4. Information on the quality and other indicators of performance are recorded in accordance with institutional guidelines
5. Deviations from specified quality standards, causes and reported in accordance with the laboratory standard operating procedures

CONTENTS:

- Documentation relative to quality
    - Standard Operating Procedures
    - Quality Control Logs and Records
    - Incident and Error Reporting Forms
    - Training and Competency Records
- Definition and importance of work quality in laboratory operations
- Steps in using documentation following institutional guidelines
- Definition of “completed work” in laboratory settings (tests, analyses, calibrations, etc.)
- Identifying and Addressing Errors
- Errors in laboratory
    - Incorrect Sample Handling
    - Improper Calibration of Equipment
    - Inaccurate Data Recording
- Procedures for recording quality and performance data
- Deviations and nonconformities in laboratory work

CONDITIONS:

Student / trainees must be provided with the following:

- Laboratory manual / procedure handbook
- Standard Operating Procedures (SOP) binder
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Relevant institutional policy, guidelines, procedures and protocols
- Emergency response procedures and employee support arrangements

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO3. Engage in quality improvement

ASSESSMENT CRITERIA:

1. ***Process improvement procedures*** are participated in relation to workplace assignment
2. Work is carried out in accordance with process improvement procedures
3. Performance of operation and quality of work is monitored following following laboratory work standards

CONTENTS:

- Process improvement procedures
    - Define the Process Improvement Goals
    - Identify and Map Current Processes
    - Analyze and Identify Areas for Improvement
    - Develop Solutions and Improvement Strategies
- Service processes and procedures
- Client service
- Environmental regulations
- New trends and technology awareness
- Transparent management
- Work values

CONDITIONS:

Student / trainees must be provided with the following:

- Laboratory manual / procedure handbook
- Standard Operating Procedures (SOP) binder
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Relevant institutional policy, guidelines, procedures and protocols
- Emergency response procedures and employee support arrangements

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

UNIT OF COMPETENCY	**:**	**APPLY HEALTH AND SANITATION PRACTICES IN THE WORKPLACE**
MODULE TITLE	**:**	**APPLY HEALTH AND SANITATION PRACTICES IN THE WORKPLACE**
MODULE DESCRIPTOR	**:**	This module covers the knowledge, skills, and attitudes required to apply health and sanitation practices in the work environment. It includes complying with health regulations, personal hygiene practices by staff, and efficient operation of the workplace, focusing on handling and storage. It also encompasses maintaining an environment that adheres to legal, safety, and sanitation protocols while providing services.

SUMMARY OF LEARNING OUTCOMES:

LO1. Comply with health regulations

LO2. Assess own work

LO3. Maintain tools and equipment

LO4. Check stocks

LO5. Provide a dignified environment

LO1. Comply with Health Regulations

ASSESSMENT CRITERIA:

1. ***Laboratory policies and procedures*** for personal hygiene are applied in accordance with government health regulations
2. Procedures and practices are implemented in accordance with government health regulations
3. ***Hygiene and sanitation practices*** are applied during handling in accordance with government health regulations.
4. Cleaning and sanitizing procedures are followed for all equipment and surfaces in accordance with government health regulations.
5. Personal hygiene is maintained in accordance with ***Occupational Safety and Health (OSH) requirements.***

CONTENT:

- Laboratory Policies and Procedures
    - Hazard Policies and Procedures
    - Emergency, Fire and Accident Procedures
    - Personal Safety Procedures
    - Procedures for the use of Personal Protective Clothing and Equipment
    - Hazard Identification
    - Job Procedures
- Government Health Regulations
- Hygiene and sanitation
    - Wear Protective Equipment
    - Disinfecting Surfaces
    - Proper Disposal of Waste
    - Hygienic Handling
    - Regular Sanitation
- Laboratory standards
- Appropriate and clean clothing
- Appropriate handling and disposal of garbage
- Cleaning and sanitizing procedures
- Occupational Safety and Health (OSH) requirements
    - Workplace Safety Standards
    - Employee Training
    - Personal Protective Equipment
    - Safety Inspections and Audits
    - Emergency Preparedness

CONDITIONS:

Student / trainees must be provided with the following:

- Mannequins
- Relevant Information
- Appropriate Products

- Standard Operating Procedures (SOP)
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO2. Assess Own Work

ASSESSMENT CRITERIA

1. Reception, work areas and walkways are maintained in a safe, uncluttered and organized manner according to laboratory policies
2. All routines are carried out with no to minimal inconvenience to staff according to laboratory policies
3. Waste is disposed according to OSH requirements
4. Spills, food, waste, hair and other potential hazards are removed from floors according to laboratory policies

CONTENTS:

- Types and uses of cleaning materials/solvent
- Maintaining work areas and walkways safe state and free from spills, food waste, hair and other potential hazards
- Disposing waste
- Occupational Safety and Health (OSH) Standards
- Sanitation Code of the Philippines (P.D. 856)

CONDITIONS:

Student / trainees must be provided with the following:

- Laboratory manual / procedure handbook
- Standard Operating Procedures (SOP) binder
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Cleaning and sanitation log sheets
- Waste disposal forms and signage
- Spill kits and absorbent materials

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO3. Maintain Tools and Equipment

ASSESSMENT CRITERIA:

1. Tools and equipment are stored to comply with local health regulations
2. Tools and equipment are prepared in accordance with laboratory policies
3. Tools and equipment are checked for maintenance requirements in accordance with laboratory policies
4. Tools and equipment are referred for repair as required in accordance with laboratory policies

CONTENTS:

- LocalHealth Regulations
- Types of tools and equipment
- Storage of tools and equipment
- Uses of personal protective equipment (PPE)

CONDITIONS:

Student / trainees must be provided with the following:

- Laboratory manual / procedure handbook
- Standard Operating Procedures (SOP) binder
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Tags or labels for maintenance and repair identification
- Log sheets and checklists for equipment inspection and

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO4. **Check stocks**

ASSESSMENT CRITERIA:

1. ***Stock rotation procedures*** are carried out according to laboratory policies
2. Stock levels are recorded according to laboratory policies
3. Under and over supplied stock items are notified immediately to the laboratory supervisor
4. Incorrectly ordered and delivered stocks are referred to the laboratory supervisor for return to supplier according to laboratory policies
5. ***Safe lifting and carrying techniques*** are maintained in line with laboratory occupational health and safety policy

CONTENTS:

- Inventor of stocks
- Stock rotation procedures
    - First-In, First-Out (FIFO)
    - Last-In, First-Out (LIFO)
    - Shelf Life Monitoring
    - Inventory Checks
    - Labeling and Packaging
    - Storage Organization
- Safe Handling stocks- Lifting and Carrying Techniques
- Safe storage

CONDITIONS:

Student / trainees must be provided with the following:

- Safe lifting and carrying techniques
- First aid kit
- Personal Protective Equipment (PPE)
- Reference Materials
- Laboratory Simulation Area / Workshop
- Inventory sheets or stock rotation forms
- Labels and markers for date tagging (FIFO/FEFO system)
- Delivery receipts and return forms
- Storage area

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO5. Provide a Dignified Environment

ASSESSMENT CRITERIA:

1. Subject is handled with respect, following care protocols
2. ***Needs regarding care*** are communicated to the supervisor following industry standards
3. A clean and respectful environment is prepared following industry standards

CONTENTS:

- Service Processes and Procedures
- Environmental Regulations
- How to communicate needs
- Handling and Safety
    - Hygiene and Sanitation
    - Storage and Preservation
    - Storage and Maintenance (Mannequins)
    - Ethical and Legal Considerations
- Different types of environment

CONDITIONS:

Student / trainees must be provided with the following:

- First aid kit
- Personal Protective Equipment (PPE)
- Mannequins
- Relevant Information
- Appropriate Products
- Reference Materials
- Laboratory Simulation Area / Workshop

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

UNIT OF COMPETENCY	**:**	**APPLY BASIC FIRST AID**
MODULE TITLE	**:**	**APPLYING BASIC FIRST AID**
MODULE DESCRIPTOR	**:**	This module covers the knowledge, skills and attitudes required to provide an initial response where First Aid is required. In this unit it is assumed that the First Aider is working under supervision and / or according to established workplace First Aid procedures and policies.
NOMINAL DURATION	**:**	8 hrs

SUMMARY OF LEARNING OUTCOMES:

LO1. Assess the situation

LO2. Apply basic first aid techniques

LO3. Communicate details of the incident

LO1. Assess the situation

ASSESSMENT CRITERIA:

1. Emergency action principle of First Aid is applied based on established procedure.
2. Physical hazards to self and casualty's health and safety are identified based on established procedure.
3. Immediate risks to self and casualty are minimized by controlled in accordance with OHS requirements.
4. First Aid kit must be available at all times based on OSH Law and First Aid manual.

CONTENTS:

- Physical Hazards
- Workplace hazards, Environmental hazards, Proximity of other people, Hazards associated with casualty management processes, Checklist on Hazards
- OHS infection control, environment and institutions, rules, guidelines, policies and procedures
- Basic anatomy and physiology of the human body
- Vital Signs taking
- Use of equipment such as bp app, pulse oximeter, digital thermometer
- Conversion Method
- First Aid Principles
- Principles of Patients Right
- Concept of first aid
- Objectives of first aid
- Role of first aider
- Survey the scene, Is the scene safe?
    - What happened?
    - How many people are injured?
    - Are there by standers who can help?
    - Are there available equipment to be used?
    - Identify yourself as First aider with your PPEs on
    - Wear mask and gloves
    - Get consent to give care
- Quick assessment of the surroundings to identify physical hazards like
    - Falls
    - Slips
    - Working from heights
    - Collapsed of building

CONDITIONS:

Students/trainees must be provided with the following:

- Access to relevant work station
- Reference materials on emergency action principles of first aid:

- Reference materials about physical hazards
- Reference materials about immediate risk to self and casualty
- First Aid Kit
    - Digital BP apparatus
    - Digital thermometer
    - Pulse oximeter
    - Cotton balls
    - Alcohol
    - Disposable gloves (1 box)
    - Disposable mask (1 box)
    - Clinical collar
    - Surgical scissors
    - Bandage scissors
    - Forceps
    - Splint
    - Sterile gauze pads
    - Spine board
    - Ice cap
    - Hot water bag
    - Medical / adhesive tapes

METHODOLOGIES:

- Demonstration Interview
- Online or onsite lecture and discussion using e-materials
- Role play
- Reading-group
- Self-learning
- Brainstorming

ASSESSMENT METHODS:

- Observation
- Written test
- Interview
- Oral evaluation
- Demonstration with questioning
- Third Party Report
- Portfolio

LO2. APPLY BASIC FIRST AID TECHNIQUES

ASSESSMENT CRITERIA:
1. Principles of Body Substance Isolation are applied based on standard First Aid procedure.
2. Responses and level of consciousness of the victim or casualty are checked based on established standard first aid procedure.
3. Potentially life-threatening condition is identified and then appropriate treatment is begun based on first aid standard procedure.
4. Activate medical assistance is applied based on established first aid procedure.
5. Basic life support is applied based on established first aid procedure.

CONTENTS:
- OSH Law RA 11058
- RA 9003 Solid Waste Management
- First Aid manual
- Principles of body substance isolation
- Basic Life Support
- Wear mask and gloves
- Use of disinfectant

CONDITIONS:
- Students/trainees must be provided with the following:
- Access to relevant work station
- Reference materials on principles of body substance isolation:
    - Definition of Body substance Isolation (BSI)
    - Mode of transmission methods
        - Blood or fluid splash
        - Surface contamination
        - Needle stick exposure
        - Oral contamination due to improper handwashing
- Proper handwashing (WHO standard)
- Proper wearing, removal and disposal of mask and gloves (PPE)
- Hazardous material suit (as needed)
- Reference materials on level of consciousness and potentially life-threatening Conditions:
    - Types of unconscious victim
    - Triage (Triage Priority)
    - Casualty with circulation, airway, and breathing (CAB) condition
    - Injured casualty with non-life-threatening conditions
    - Person with minor injury
    - Persons with little chance of survival or already dead
- First Aid Kit

METHODOLOGIES:
- Demonstration Interview
- Online or onsite Lecture and Discussion using e- materials
- Role Play
- Reading-Group
- Self-Learning

- Brainstorming

ASSESSMENT METHODS:

- Observation
- Written test
- Interview
- Oral Evaluation
- Demonstration with questioning
- Third Party Report
- Portfolio

LO3. COMMUNICATE DETAILS OF THE INCIDENT

ASSESSMENT CRITERIA:

1. Detailed history of casualty is obtained based on established standard procedure of first aid
2. Physical examination of the casualty is done based on established procedure
3. Vital signs of casualty are obtained based on established standard procedure of first aid
4. Casualty is endorsed to physician or paramedic based on standard procedure of first aid
5. Written incident report is submitted based on standard procedure of company or home facility

CONTENTS:

- Therapeutic communication
- OSH Law RA 11058
- RA 9003 – Ecological Solid Waste Management
- Detailed history of casualty
- Physical examination of the casualty
- Vital signs paraphernalia
- Write an incident report using pen and paper
- Use of computer for recording purpose
- Sample or actual data on detailed history of casualty:
    - Signs and symptoms of the episode
    - What occurred at the onset of accident?
    - Any known allergies
    - Present medication
        - Name of medication
        - Frequency of medication
        - Dosage
        - Time when last taken
- Past history of casualty's medical condition
- Last oral intake, last meal, drink or medication taken prior to accident
- Events leading to injury or illness
- Sample or actual data on physical examination:
    - Assessment of patient based on airway, breathing, circulation, and disability
    - Physical examination by inspection, palpation, auscultation, and percussion
    - Physical appearance of injury

CONDITIONS:

Students/trainees must be provided with the following:

- Access to relevant work station
- Incident Report form and sample
- Writing materials (pen and paper)
- Computer and printer

METHODOLOGIES:

- Demonstration Interview
- Online or onsite Lecture and Discussion using e- materials
- Role Play

UNIT OF COMPETENCY	**:**	**UPDATE INDUSTRY KNOWLEDGE AND PRACTICE THROUGH CONTINUING EDUCATION**
MODULE TITLE	**:**	**UPDATING INDUSTRY KNOWLEDGE AND PRACTICE THROUGH CONTINUING EDUCATION**
MODULE DESCRIPTOR	**:**	This module covers skills and attitude required to apply best practices used in the industry and share knowledge gained through experience with others in the industry

SUMMARY OF LEARNING OUTCOMES

LO1. Seek Information on the Industry

LO2. Update Industry Knowledge

LO1. Seek Information on the Industry

ASSESSMENT CRITERIA:

1. ***Sources of information*** on the industry are correctly identified and accessed
2. ***Information to assist effective work performance*** is obtained in line with job requirements
3. Specific information on sector of work is accessed and updated
4. Industry information is correctly applied to day-to-day work activities
5. Attend to relevant continuing professional education trainings

CONTENTS:

- Knowledge, Theory, Practices and Systems Operations
- Sources of Information
    - Media
    - Reference books
    - Libraries
    - Industry association
    - Industry journals
    - Internet
    - Seminars
    - Forum
    - Personal observation and experience
- Information to assist effective work performance
    - Different sectors of the industry and the services available in each sector
    - Relationship between the customer representatives and other personnel
    - Relationship between the industry and other industries
    - Industry working conditions
    - Legislation that affects the industry
    - drugs and liquor
    - health and safety
    - Hygiene
    - workers compensation
    - consumer protection
    - building regulations
    - Industrial relations issues and major organizations
    - Career opportunities within the industry
    - Work ethic required to work in the industry and industry expectations of staff quality assurance

- Communications
- Codes and Regulations
- Values

CONDITIONS:

Student / trainees must be provided with the following:

- Sources of information on the industry
- Industry knowledge
- Industry manuals, handbooks, and reference books
- Copies of current laws and regulations related to food safety, labor, sanitation, and occupational health
- Workspace conducive for research and group discussion

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO2. Update industry knowledge

ASSESSMENT CRITERIA:

1. Informal and/or formal research is used to update general knowledge of the industry.
2. Updated knowledge is shared with customers and colleagues as appropriate and incorporated into dayto-day working activities.

CONTENTS:

- Knowledge, Theory, Practices and Systems Operations
- Updated researches in industry sector
- Communications
    - Communication skills
    - Interaction with clients
    - Sharing with customers and clients the updated industry information
- Company Codes and Regulations
- Company Values
- Diligence
- Time and cost consciousness
- Integrity
- Ability to work with others harmoniously

CONDITIONS:

Student / trainees must be provided with the following:

- Sources of information on the industry
- Industry knowledge

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

UNIT OF COMPETENCY	**:**	**PERFORM WORKPLACE SECURITY AND SAFETY PRACTICES**
MODULE TITLE	**:**	**PERFORM WORKPLACE SECURITY AND SAFETY PRACTICES**
UNIT DESCRIPTOR	**:**	This unit of competency deals with the knowledge, skills and attitudes in following health, safety and security practices. It includes dealing with emergency situations and maintaining safe personal presentation standards
NOMINAL DURATION	:	

SUMMARY OF LEARNING OUTCOMES:

LO1. Follow workplace procedures for health, safety and security practices

LO2. Deal with emergency situations

LO3. Maintain safe personal presentation standards

LO1. **Follow workplace procedures for health, safety and security practices**

ASSESSMENT CRITERIA:

1. ***Correct health, safety and security procedures*** are followed in line with legislation and enterprise procedures.
2. ***Breaches*** of health, safety and security procedures are identified and reported in line with enterprise procedure.
3. Suspicious behavior or unusual occurrences are reported in line with enterprise procedure.

CONTENTS:

- Correct health, safety and security procedures
    - Use of personal protective clothing and equipment
    - Safe posture including sitting, standing, bending
    - Manual handling including lifting, transferring
    - Safe handling of chemicals, poisons and dangerous materials
    - Ergonomically sound furniture and work stations
    - Emergency fire and accident
    - Hazard identification and control
    - Security of documents, cash, equipment, people
    - Key control systems
- Knowledge, Theory, Practices and Systems Operations
- Correct health, safety and security procedures
- Types of breaches of health, safety and security procedures
    - Loss of keys
    - Strange or suspicious persons
    - Broken or malfunctioning equipment
    - Loss of property, goods or materials
    - Damaged property or fittings
    - Lack of suitable signage when required
    - Lack of training on health and safety issues
    - Unsafe work practices
- Occupational safety and health standards
- Company Codes and Regulations

CONDITIONS:

Student / trainees must be provided with the following:

- Personal protective equipment (PPE)
- Procedures manual on safety, security, health and emergency
- Availability of tools, equipment, supplies and materials
- Occupational Safety and Health Standards (OSH) Manuals
- First aid kit and emergency response equipment
- Storage facilities

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO2. Deal with emergency situations

ASSESSMENT CRITERIA:

1. ***Emergency*** and potential emergency situations are recognized and appropriate actions are taken within an individual's scope of responsibility.
2. Emergency procedures are followed in line with enterprise procedures.
3. Assistance is sought from colleagues to resolve or respond to emergency situations.
4. Details of emergency situations are reported in line with enterprise procedures

CONTENTS:

- Types of emergency situations and procedures
    - Personal injuries
    - Fire
    - Electrocution
    - Natural calamity i.e. earthquake/flood
    - Criminal acts i.e. robbery
    - Bomb
- Personal Safety Equipment
- Emergency Procedures in Line with Enterprise Protocols
- Work hazards
- Assistance from Colleagues and Emergency Responders
    - Teamwork and coordination during emergencies
    - Communicating effectively with colleagues and safety officers
    - When and how to call for external emergency assistance (medical, fire, security)
- Knowledge, Theory, and Practices on Emergency Preparedness
    - Occupational Safety and Health (OSH) policies and legislation
    - Company codes and regulations on health, safety, and emergency response
    - Importance of regular drills and refresher training
    - Maintaining personal readiness and emotional stability in emergencies

CONDITIONS:

Student / trainees must be provided with the following:

- Personal protective equipment (PPE)
- Procedures manual on safety, security, health and emergency
- Availability of tools, equipment, supplies and materials
- First aid kits and medical supplies
- Workplace emergency procedures and SOPs

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO3. Maintain safe personal presentation standards

ASSESSMENT CRITERIA:

1. Safe personal standards are identified and followed in line with enterprise requirements

CONTENTS:

- Importance of personal presentation in the workplace
- Knowledge, Theory, Practices and Systems Operations
- Types of emergency situations and procedures
- Communications
- Safety
- Codes and Regulations
- Values

CONDITIONS:

Student / trainees must be provided with the following:

- Procedures manual on safety, security, health and emergency
- Availability of tools, equipment, supplies and materials

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

UNIT OF COMPETENCY	**:**	**PERFORM COMPUTER OPERATIONS**
MODULE TITLE	**:**	**PERFORMING COMPUTER OPERATIONS**
UNIT DESCRIPTOR	**:**	This modules covers the knowledge, skills, attitudes and values needed to perform computer operations which include inputting, accessing, producing and transferring data using the appropriate hardware and software.

SUMMARY OF LEARNING OUTCOMES

LO1. Plan and prepare for task to be taken undertaken

LO2. Input data into computer

LO3. Access information using computer

LO4. Produce output/ data using computer system

LO5. Use basic functions of a www-browser to locate information

LO6. Maintain computer equipment and systems

LO1. **Plan and prepare for task to be taken undertaken**

ASSESSMENT CRITERIA:

1. Requirements of task are determined in accordance with the required output
2. Appropriate ***hardware*** and ***software*** are selected according to task assigned and required outcome
3. Task is planned to ensure that ***OH & S guidelines*** and procedures are followed
4. Client -specific guidelines and procedures are followed
5. Required data security guidelines are applied in accordance with existing procedures

CONTENTS:

- Knowledge, Theory, Practices and Systems Operations
- Hardware and peripheral devices
    - Personal computers
    - Networked systems
    - Communication equipment
    - Printers
    - Scanners
    - Keyboard
    - Mouse
    - Voice/Data logger
- Software
    - Word processing packages
    - Database packages
    - Internet
    - Spreadsheets
    - Client Specific Software
- Basic ergonomics of keyboard and computer user
- Main types of computers and basic features of different operating systems
- Main parts of a computer
- Storage devices and basic categories of memory
- Relevant types of software
- Viruses
- Calculating computer capacity
- Productivity Application
- Business Application
- System Software
- Communications
    - Written communication
    - Encoding patient data/ profile
- Codes and Regulations
    - General security, privacy legislation and copyright
    - OHS principles and responsibilities
- Values
    - Resourcefulness
    - Diligence
    - Time and cost consciousness

- Integrity
- Perseverance
- Ability to work with others harmoniously

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed software application

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO2. Input data into computer

ASSESSMENT CRITERIA:

1. Data are entered into the computer using appropriate program/application in accordance with company procedures
2. Accuracy of information is checked and information is saved in accordance with standard operating procedures.
3. Inputted data is stored in storage media according to requirements
4. Work is performed within ergonomic guidelines

CONTENTS:

- Data Entry Procedures
- Computer Programs and Applications
- Importance of accuracy and completeness in data entry
- Saving and Storing Information
- Using Storage Media and Devices
- Values and Work Habits
- Storage devices and basic categories of memory
- Patient data/profile
- Ergonomic Guidelines for Computer Users

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed software application

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO3. Access information using computer

ASSESSMENT CRITERIA**:**

1. Correct program/application is selected based on job requirements.
2. Program/ application containing the information required is accessed according to company procedures.
3. Desktop icons are correctly selected, opened and closed for navigation purposes.
4. Keyboard techniques are carried out in line with OHS requirements for safe use of keyboards.

CONTENTS:

- Overview of software categories (productivity, business, and system software)
- Access Information through Computer Programs
- Desktop Navigation and Operations
- Keyboard and Mouse Operation Techniques
- Occupational Health and Safety (OHS) in Computer Use
- Data Security and Company Procedures
- Work Values and Ethics

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed software application

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO4. Produce output/ data using computer system

ASSESSMENT CRITERIA:

1. Entered data are processed using appropriate software commands.
2. Data are printed out as required using computer hardware /peripheral devices in accordance with standard operating procedures.
3. Files and data are transferred between compatible systems using computer software, hardware/peripheral devices in accordance with standard operating procedures.

CONTENTS:

- Data Processing Using Software Applications
- Generating and Printing Data Outputs
- Peripheral Devices for Output
- Understanding file transfer concepts and compatibility (file formats, extensions, and conversions)
- Methods of file transfer: USB, LAN, email, cloud storage, Bluetooth, and shared drives
- Data backup and recovery procedures
- Ensuring security and confidentiality during data transfer
- Observing standard operating procedures and data privacy guidelines
- Safe work practices while processing and printing data
- Ergonomic workstation setup and posture
- Integrity, resourcefulness, and teamwork in ICT-related activities

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed software application

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO5. Use basic functions of a www-browser to locate information

ASSESSMENT CRITERIA:

1. Information requirements for internet search are established.
2. Browser is launched.
3. Search engine is loaded.
4. Appropriate search criteria/or URL of site is entered.
5. Relevant links are followed to locate required information.
6. Useful pages are bookmarked or printed as required.

CONTENTS:

- Introduction to the World wide web
- Access relevant and credible internet sites
- Web Browsers and Their Basic Functions
- Establishing Information Requirements
- Use of Search Engines Effectively
- Navigating and Evaluating Web Information
- Saving, Bookmarking, and Printing Web Information
- Safe and Secure Web Browsing Practices
- Work Values and Ethics in Internet Use

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed and updated web bowsers

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

LO6. Maintain computer equipment and systems

ASSESSMENT CRITERIA:

1. Procedures for ensuring security of data, including regular back-ups and virus checks are implemented in accordance with standard operating procedures.
2. Basic file maintenance procedures are implemented in line with the standards operating procedures.

CONTENTS:

- Introduction to Computer Maintenance
- Data Security Procedures
- Backup Procedures and Data Recovery
- Virus Protection and System Security
- Basic File Maintenance Procedures
- Implementing Standard Operating Procedures (SOPs)
- Occupational Health and Safety (OHS) in Computer Maintenance
- Work Values and Ethics

CONDITIONS:

Student / trainees must be provided with the following:

- Laptop
- Procedures manual on safety, security, health and emergency
- Personal computers
- Networked systems
- Communication equipment
- Printers
- Scanners
- Keyboard
- Mouse
- Voice/Data logger
- Installed and updated web bowsers

METHODOLOGIES:

- Lecture
- Discussion
- Group work

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning

MODULES OF INSTRUCTION

CORE COMPETENCIES

(CADAVER PRESERVATIONS LEVEL III)

UNIT OF COMPETENCY : **IDENTIFY CADAVER**

MODULE TITLE : **IDENTIFYING CADAVER**

MODULE DESCRIPTOR : This module covers the knowledge, skills, and attitudes Required to perform cadaver identification and documentation. It includes verifying the identity of the cadaver, confirming the cause of death based on available documentation, interviewing potential claimants, and securing required legal documents in compliance with cultural, ethical, and institutional protocols.

NOMINAL DURATION : 4 hrs

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the trainees/students should be able to:

LO 1. Perform identification procedure

LO2. Obtain legal documentation

LO1. Perform identification procedure (2hrs)

ASSESSMENT CRITERIA:

1. ***Personal and identifying information*** of the cadaver is obtained from various ***sources***
2. Obtained information is recorded in all forms in adherence to safety and legal protocols
3. The cadaver's identity is confirmed without tampering in accordance with legal and ethical standards.
4. ***Identification process*** is completed in adherence to safety and legal protocols

CONTENTS:

Student / trainees must be provided with the following:

- Obtaining Personal and Identifying Information and sources
    - Personal Information
        - full name
        - date of birth
        - place of birth
        - Gender
        - marital status
        - Address
        - Occupation
        - Social Security Number/Government Service Insurance System Number
        - Proper Digital Photography (JPEG,PNG, PDF)
    - Identifying Information:
        - fingerprint data
        - dental records
        - DNA profile
        - medical records
        - tattoo marks or scars
        - clothing and personal items
        - identification cards/passports
    - Sources
        - hospital
        - domicile
        - nursing homes
        - funeral parlors
        - LGU morgues
        - penitentiary/correctional
- Identification Process and Protocols
- Proper record-keeping practices
- Importance of accurate data entry for identification.
- Laws governing death certificates, body identification, and the handling of cadavers
- Cultural sensitivity

CONDITIONS:

- Personal Protective Equipment (PPE)

    - Disposable gloves (nitrile or latex)
    - Face mask or surgical respirator (N95)
    - Face shield or safety goggles
    - Disposable gown or laboratory coat
    - Head cap and shoe covers
    - Apron (waterproof)

- Identification and Documentation Materials
    - Cadaver Identification Form / Sheet
    - Chain-of-Custody Log (for medico-legal or forensic cases)
    - Morgue Register or Logbook
    - Death Certificate Form (as applicable)
    - Label tags and markers (waterproof)
    - Permanent marker pens
    - Camera or digital device (for photographic documentation)
    - Clipboard and writing materials
    - Computer or electronic record system (for digital entry and backup)

- Facilities and Work Area
    - Morgue or embalming room (with proper ventilation and lighting)
    - Cold storage/refrigeration unit (for cadaver preservation)
    - Handwashing and disinfection area
    - Biohazard waste bins and sharps disposal containers
    - Specimen storage cabinet (with lock and temperature control)
    - Work tables and body trays
    - Curtains or barriers (for privacy and dignity of remains)

- Legal and Reference Documents
    - DOH Guidelines on Handling of Human Remains
    - Civil Registry Law (Act No. 3753)
    - Data Privacy Act (RA 10173)
    - Institutional Standard Operating Procedures (SOPs)

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO2. **Obtain legal documentation**

ASSESSMENT CRITERIA:

1. Death is confirmed using medical verification and coroner's release in a non-hospital setting following legal and ethical protocol.
2. Death is confirmed through a death certificate following legal and ethical protocols.
3. ***Legal documentation*** is obtained before proceeding with anatomical embalming in accordance with legal and ethical protocol.
4. ***Immediate family members*** and individuals who may provide confirmation of the cadaver's identity are interviewed in case of possible claimants in accordance with institutional standards and relevant policies and regulations

CONTENTS:

- Roles of Medical Practitioners and Coroners in Death Verification
- Importance of the Death Certificate in Legal and Funeral Processes
- Legal requirements related to handling cadavers including death certification and documentation
- Legal and Ethical Standards Embalmers and Mortuary Professionals
- Legal Documentation Before Embalming (Permits and Authorizations)
    - Memorandum of Agreement (MOA)
    - Death certificate
    - Transfer permit
- Consent Procedures for Embalming and Anatomical Study
- Interviewing Techniques for immediate family member or legal representative

CONDITIONS:

Student / trainees must be provided with the following:

- Computer or Laptop
- Printer and Scanner
- Filing Folders and Envelopes
- PPE (Personal Protective EquipmenT)
- Sample Death Certificate Forms
- Sample Memorandum of Agreement (MOA)
- Sample Transfer Permit Forms
- Medical Certificate / Coroner's Report Templates
- Authorization or Consent Letter Template
- Identification and Verification Sheet
- Record Logbook / Documentation Checklist
- Copies of Relevant Laws and Policies
- Reference and Support Materials
    - Code of Ethics for Embalmers and Mortuary Professionals
    - DOH Guidelines on Handling of Human Remains
    - Civil Registrar's Manual or Local Health Office Procedure Guide
- Simulation Area
- Mortuary Laboratory/Practical Area
- Filling and Record Section

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

UNIT OF COMPETENCY : HANDLE CADAVER

MODULE TITLE : HANDLING CADAVER

MODULE DESCRIPTOR : This module covers the knowledge, skills, and attitudes required to handle cadavers with dignity and respect throughout the process. It includes transporting the cadaver in a dignified manner, implementing proper hygiene and sanitation procedures, and preventing contamination and cross-contamination.

NOMINAL DURATION : 10 hrs

SUMMARY OF LEARNING OUTCOMES:

LO1. Transport the cadaver in a dignified manner

LO2. Implement proper hygiene and sanitation procedures

LO3. Prevent contamination and cross-contamination

LO1. **Transport the cadaver in a dignified manner (4hrs)**

ASSESSMENT CRITERIA:

1. ***Personal Protective Equipment*** (PPE) is worn following safety and sanitation protocol
2. The cadaver is secured in a ***storage container*** and ***transport vehicle*** in accordance with customs and religious practices, safety and sanitation regulations
3. The transported cadaver is stored in a ***secure and appropriate*** **environment** following customs and religious practices, safety and sanitation regulations
4. Hygiene and safety standards are maintained throughout the transportation and storage process following safety and sanitation regulations
5. The cadaver is transported following customs and religious practices
6. Documentation and records are provided to transport the cadaver following customs and religious practices, safety and sanitation regulations
7. Barriers are used to prevent cross-contamination when handling the cadaver following proper hygiene and sanitation procedures

CONTENTS:

- Proper Use of PPE
    - Importance of PPE in handling and transporting cadavers
    - Correct donning and doffing procedures
    - Disposal of contaminated PPE following safety and sanitation protocols
- Safety procedures for securing the cadaver
- Procedures for placing the cadaver in a storage container
    - Body Storage Refrigeration Units
    - Casket
    - Sealed Plastic casket
    - Zinc-lined Casket
    - Body Bag
    - wooden crate
    - cadaver immersion tank
    - Immersion vat (long term storage)
- Secure and appropriate environment
    - Refrigerated Storage:
    - Cold Storage Rooms (Walk-in Freezers):
    - Embalming Refrigerated Units (Embalming Coolers)
    - Casket with Sealed Environment:
    - Climate-Controlled Rooms (Morgue Storage)
    - Laboratory / Dissection room
- Securing the cadaver in the transport vehicle
    - ambulance with cadaver bag
    - train (hermetically sealed casket & wooden crate)
    - ship (hermetically sealed casket & wooden crate)
    - airplane (hermetically sealed casket & wooden crate)
- Security protocols for handling the cadaver.
- Infection control practices and hygiene standards related to handling the cadaver.
- Occupational Safety and Health (OSH)
- Use of appropriate body bags, mortuary trolleys, and stretchers.
- Ethical considerations in handling the cadaver
- Cultural and religious sensitivities regarding the cadaver

- Legal requirements regarding the transport and storage of cadaver
- Barriers and Infection Control Measures to Prevent Cross-Contamination

CONDITIONS:

Student / trainees must be provided with the following:

- PPE Set (gloves, gown, mask, goggles, apron, boots, cap)
- Body Bag / Cadaver Pouch
- Identification Tags and Labels
- Absorbent Pads / Towels
- Disinfectants / Sanitizing Solutions
- Plastic Sheets or Liners
- Documentation Forms
- Record Logbook
- Waste Disposal Bags (Biohazard Bags)
- Clean Cloths or Linens
- Mortuary Trolley / Gurney
- Stretcher with Restraints
- Transport Vehicle (Hearse / Mortuary Van)
- Vehicle Disinfection Equipment (Sprayer / Sanitizer)
- Barriers / Partition Shields
- Cooler Box or Portable Refrigerator (if required)
- Communication Device (Radio / Mobile Phone)
- Training Laboratory (Mortuary Simulation Room)
- Disinfection Area / Cleaning Station
- Storage or Holding Area
- Reference and Learning Resources
    - DOH Guidelines on Handling and Transport of Human Remains
    - RA 349 and PD 856 (Code on Sanitation of the Philippines)
    - Institutional SOP Manual on Cadaver Handling and Transport
    - TESDA Training Regulation – Embalming NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO2. **Implement proper hygiene and sanitation procedures (4hrs)**

ASSESSMENT CRITERIA:

1. Hygiene and sanitation procedures are applied while handling the cadaver in accordance with safety and sanitary protocols.
2. All ***tools, equipment***, and ***surfaces*** used in the handling of the cadaver are sanitized before and after use in accordance with safety and sanitary protocols.
3. Disinfectants and cleaning agents are used for cadaver handling environments in accordance with safety and sanitary protocols.

CONTENTS:

- Hygiene and Sanitation Procedures
- Importance of Hygiene and Sanitation in Cadaver Handling
- Infection -control protocols related to handling the cadaver.
- Sanitizing Tools, Equipment, and Surfaces
    - Tools:
        - embalming instruments
    - Equipment
        - embalming machine
        - morgue refrigerator
        - exhaust fan
        - Embalming tools/kit eg. scalpel, forceps, scissors, etc.
    - Surfaces
        - embalming table
        - Floors
        - room
- Occupational Safety and Health (OSH)
- Standards for cleanliness and sanitation in mortuary
- Use of disinfectants and cleaning agents appropriate for cadaver handling environments.
- 7's in workplace (Sort set in order, Shine, Standardize, Sustain or self discipline, safety, Spirit)

CONDITIONS:

Student / trainees must be provided with the following:

- PPE Set (Personal Protective Equipment)
- Disinfectants / Cleaning Agents
- Liquid Soap or Antimicrobial Handwash
- Absorbent Pads / Paper Towels
- Waste Segregation Bags
- Biohazard Sharps Container
- Plastic Sheets or Liners
- Cleaning Cloths / Sponges / Mops
- Hand Sanitizer (70% Alcohol-Based)
- Cleaning and Disinfection Log Sheet
- Identification Tags / Labels
- Mortuary / Preparation Table
- Buckets and Basins (for mixing cleaning solutions)

- Brush and Scrubbing Tools
- Foot Pedal Trash Bins (with lids)
- Mortuary Simulation Laboratory / Preparation Room
- Disinfection / Cleaning Area
- Storage and Waste Disposal Area
- Washing Area / Sink
- Reference and Support Materials
    - DOH Guidelines on Handling and Transport of Human Remains
    - RA 349 and PD 856 (Code on Sanitation of the Philippines)
    - Institutional SOP Manual on Cadaver Handling and Transport
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO3. Prevent contamination and cross-contamination (2hrs)

ASSESSMENT CRITERIA:

1. All surfaces, equipment, and clothing that may have come into contact with the cadaver are cleaned in accordance with proper hygiene and sanitation procedures
2. All surfaces, equipment, and clothing that may have come into contact with the cadaver are disinfected in accordance with proper hygiene and sanitation procedures
3. Barriers are used to prevent cross-contamination when handling the cadaver following proper hygiene and sanitation procedures
4. The cadaver is transferred in an enclosed transport vehicle following proper hygiene and sanitation procedures

CONTENTS:

- Contamination and Cross-Contamination Prevention
- Procedure on Cleaning and Disinfecting Contaminated Surfaces and Equipment
- Infection control protocols specific to the transportation and storage of the cadaver.
- Cleaning and Disinfecting Clothing and Linen
- Use of Barriers to Prevent Cross-Contamination
- Safe Transfer of the Cadaver in Enclosed Transport Vehicle
- Disposal procedures for contaminated materials, including PPE, cadaver bags, and other items.
- Occupational Safety and Health (OSH)

CONDITIONS:

Student / trainees must be provided with the following:

- PPE Set (Personal Protective Equipment)
- Disinfectant Solutions (e.g., Sodium Hypochlorite, 70% Alcohol, Quaternary Ammonium Compounds)
- Detergents / Cleaning Agents
- Absorbent Pads / Paper Towels
- Waste Segregation Bags (Color-Coded)
- Biohazard Sharps Containers
- Plastic Sheets / Liners
- Cleaning Cloths, Brushes, and Sponges
- Hand Sanitizer / Antimicrobial Soap
- Cleaning and Disinfection Logbook / Checklist
- Disposable Aprons and Shoe Covers
- Body Bag / Cadaver Pouch
- Identification Tags / Labels
- Mortuary / Preparation Table
- Buckets and Basins (for mixing cleaning solutions)
- Brush and Scrubbing Tools
- Foot Pedal Trash Bins (with lids)
- Mortuary Simulation Laboratory / Preparation Room
- Disinfection / Cleaning Area
- Storage and Waste Disposal Area
- Washing Area / Sink

- Reference and Support Materials
    - DOH Guidelines on Handling and Transport of Human Remains
    - RA 349 and PD 856 (Code on Sanitation of the Philippines)
    - Institutional SOP Manual on Cadaver Handling and Transport
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

UNIT OF COMPETENCY : PERFORM ANATOMICAL EMBALMING

MODULE TITLE : PERFORMING ANATOMICAL EMBALMING

MODULE DESCRIPTOR : This module covers the knowledge, skills, and attitudes required to perform anatomical embalming which includes preparing the anatomical embalming solution, preparing the cadaver for anatomical embalming, raising the vessels cadaver for viewing, storage, or final disposition, ensuring the process is conducted with respect, dignity, and adherence to legal and safety standards.

NOMINAL DURATION : 40 hrs

SUMMARY OF LEARNING OUTCOMES

LO1. Prepare anatomical embalming solution - 8hrs

LO2. Prepare the cadaver for anatomical embalming - 8hrs

LO3. Raise the vessels - 8

LO4. Inject anatomical embalming fluids - 8

LO5. Suture incisions - 6

LO1. **Prepare anatomical embalming solution 8hrs**

ASSESSMENT CRITERIA:

1. Personal Protective Equipment (PPE) is worn following safety and sanitation protocols
2. Anatomical embalming fluid is prepared following the correct proportions of chemicals
3. The ***anatomical embalming solution*** is mixed to achieve uniform consistency in accordance with embalming principles
4. The ***types of embalming fluid*** is selected based on the specific needs of the cadaver
5. pH and salinity levels of the embalming fluid are adjusted to ensure optimal preservation in accordance with embalming principles
6. Embalming fluids are handled in accordance with safety and embalming principles.
7. Embalming fluids are stored in accordance with safety and embalming principles.

CONTENTS:

- Proper Wearing of Personal Protective Equipment (PPE)
- Observing Safety and Sanitation Protocols
- Procedures on preparing the anatomical embalming solutions
- Identify Anatomical Embalming Fluids and Chemical Components
- Anatomical embalming solution
    - formalin
    - glycerine
    - alcohol
    - pheno
    - nitrates
    - ethylene glycol
    - boric acid
    - sodium sulphate
- Types of embalming fluid
    - Funeral based
        - Formaldehyde
        - water
    - Anatomical based
        - Formalin
        - Glycerine
        - Alcohol
        - phenol
    - Simulation workshop based
- Test and Adjust pH and Salinity Levels of Embalming Solution
- Operation and calibration of embalming machines, suction units, and ultrasound vein viewers
- Safety mechanisms, troubleshooting procedures, and maintenance protocols of medical devices
- Pressure, volume, and flow calculations for embalming fluids
- Reading technical manuals and interpreting operation indicators and alarms
- Compliance with occupational health standards, biosafety, and equipment handling policies
- Safety standards when handling chemicals
- Safe storage practices for anatomical embalming chemicals
- Proper disposal of unused anatomical embalming solution

CONDITIONS:

Student / trainees must be provided with the following:

- Personal Protective Equipment (PPE)
- Measuring Cylinders / Graduated Beakers
- Mixing Container (Plastic or Glass Tank)
- Stirring Rod / Mechanical Mixer
- Chemical Weighing Scale
- Funnel and Dispensing Bottles
- pH Meter / pH Test Strips
- Hydrometer
- Chemical Storage Cabinet
- Embalming solutions
- Embalming Laboratory / Preparation Room
- Storage and Waste Disposal Area
- Washing Area / Sink
- Reference and Support Materials
    - DOH Guidelines on Human Remains
    - RA 349 and PD 856 (Code on Sanitation of the Philippines)
    - Institutional Standard Operating Procedures (SOPs)
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination
    -

LO2. Prepare the cadaver for anatomical embalming

ASSESSMENT CRITERIA:

1. The cadaver is assessed for its condition in accordance with legal and ethical protocols.
2. The cadaver is positioned with care for anatomical study following institutional protocols
3. ***Medical devices*** and ***other items,*** *if any,* are removed from the body following institutional protocols
4. identifying marks are recorded following institutional protocols
5. The cadaver is washed in a ***disinfectant solution*** following institutional protocols
6. Limbs are massaged to relieve the stiffening of the joints and muscles

CONTENTS:

- Anatomy and Physiology of the human circulatory system
- Microbiology
- Ethics and jurisprudence
- Locations and Functions of Key Arteries and Veins Used for Anatomical Embalming
- Variations in Vessel Anatomy Based on Age, Health Condition, or Embalming Requirements
- Identify and Describe the Stages of Decomposition
- Medical devices
    - Pacemaker
    - Catheters
    - Defibrillator Pads
    - Intravenous (IV) Lines.
    - Prosthetic Devices
- Disinfectant solution
    - Alcohol
    - Chlorine and Chlorine Compounds
    - Glutaraldehyde
    - Lysol
- Identify the Tools Required for Raising Vessels
- Operate Anatomical Embalming Machines According to Manufacturer's Instructions
- Identify and Use Different Types of Anatomical Embalming Tools and Kits

CONDITIONS:

Student / trainees must be provided with the following:

- PPE Set (Personal Protective Equipment)
- Mortuary / Embalming Table
- Adjustable Trolley or Gurney
- Body Lifting Device / Hydraulic Lift (if available)
- Dissection / Embalming Kit
- Identification Tag Holder / Labeling Tools
- Lighting Equipment / Overhead Lamp
- Water Supply and Sprayer
- Containers / Basins
- Disinfectant Solution
- Sponges / Soft Cloths / Towels
- Absorbent Pads / Paper Towels

- Identification Tags and Forms
- Record Logbook / Cadaver Register
- Disinfectant Spray Bottle / Atomizer
- Biohazard Bags / Containers
- Reference and Support Materials
    - DOH Guidelines on Human Remains
    - Ethical and Legal Reference Materials
    - Institutional Standard Operating Procedures (SOPs)
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO3. Raise the vessels - 8hrs

ASSESSMENT CRITERIA:

1. **Vessels for anatomical embalming** are located following anatomical principles
2. An incision is made to expose the selected vessel without causing excessive damage to surrounding structures
3. Arteries and veins are differentiated
4. Vessels are raised without causing rupture
5. Arteries and veins are secured with embalming thread
6. Origin and insertion of muscles,(with arteries and veins) are identified

CONTENTS:

- Anatomy and Physiology of Human Circulatory System
- Vessels for Anatomical Embalming
    - Common Carotid Artery and Internal Jugular Vein
    - Femoral Artery and femoral vein
    - Subclavian Artery
- Incision procedure to expose the selected vessel
- Differentiate Arteries and Veins
- Procedure on Raising the vessels without causing rupture
- Procedure on how to secure arteries and veins with embalming thread
- The structure and elasticity of arteries and veins
- Locations and functions of key arteries and veins used for anatomical embalming (e.g., carotid, femoral arteries)
- Methods for securing vessels using ligatures or clamps

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Dissection Set / Embalming Kit
- Aneurysm Hook / Needle
- Hemostats / Aneurysm hook
- Blunt and Sharp Scissors
- Scalpel with Blades (No. 10–22)
- Dissecting Forceps (Toothed and Non-Toothed)
- Probe and Director
- Retractors (Single or Double Hook)
- Thread Holder / Needle Holder
- Embalming Thread / Ligature Material
- Magnifying Lamp or Overhead Lighting
- Anatomical Charts / Models
- Disinfectant Solution (Sodium Hypochlorite, Phenol, etc.)
- Absorbent Pads / Gauze / Cotton
- Towels or Linens
- Record Logbook / Worksheet
- Biohazard Bags / Containers
- Distilled Water or Saline Solution
- Gloves (Disposable and Heavy-Duty)

- Anatomical Laboratory / Dissection Room
- Reference and Support Materials
    - DOH Guidelines on Human Remains
    - Anatomy and Physiology Textbook/Atlas
    - Ethical and Legal Reference Materials
    - Institutional Standard Operating Procedures (SOPs)
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO4. Inject anatomical embalming fluids

ASSESSMENT CRITERIA:

1. Small cut in the artery and vein is made
2. Chemical volume flow is checked
3. Arterial tube is inserted into the raised vessel to allow for fluid injection without causing excessive pressure and damage to tissue following anatomical embalming protocols
4. Fluid flow is monitored to ensure adequate distribution throughout the body following anatomical embalming protocols
5. Embalming fluid is injected in a way that minimizes the risk of leakage and backflow from the vessel following anatomical embalming protocols

CONTENTS:

- Anatomy and Physiology of Human Circulatory System
- Procedure on how to make a small cut in the artery and vein
- Arterial tube placement and insertion techniques
- Sizes of arterial tube
- Steps in checking the Chemical Volume and Flow
- Proper insertion of the Arterial Tube into the Raised Vessel
- Impact of pressure on tissue and how excessive pressure can lead to complications
- Viscosity of anatomical embalming fluids and the appropriate pressure for injection
- Identification of signs of proper fluid distribution
- Understanding the correct insertion technique for the arterial tube
- Surgical techniques for making clean, controlled incisions
- Operation of anatomical embalming machine

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Arterial Tube / Cannula (Various Sizes)
- Drainage Tube / Cannula
- Embalming Machine / Injection Pump
- Gravity Injection Apparatus
- Pressure Gauge / Flow Regulator
- Artery Forceps / Hemostats
- Scalpel and Scissors Set
- Dissecting Forceps (Blunt and Toothed)
- Aneurysm Hook / Blunt Probe
- Thread Holder / Needle Holder
- Ligature / Embalming Thread
- Fluid Line Tubing / Connector Hoses
- Clamp Valves / Stopcocks
- Lighting Equipment
- Anatomical Embalming Fluid
- Disinfectant Solution
- Absorbent Pads / Gauze
- Towels / Linens

- Identification Tags / Labels
- Record Logbook / Injection Worksheet
- Waste Disposal Bags / Biohazard Containers
- Anatomical Embalming Laboratory
- Embalming / Dissection Table
- Water Supply with Drainage System
- Adequate Ventilation / Exhaust System
- Safety and First Aid Station
- Reference and Support Materials
    - DOH Guidelines on Human Remains
    - Anatomy and Physiology Textbook/Charts
    - Ethical and Legal Reference Materials
    - Institutional Standard Operating Procedures (SOPs)
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO5. Suture incisions - 4 hrs

ASSESSMENT CRITERIA:

1. The ***incision site*** is treated for suturing in accordance with embalming protocol
2. ***Suture material*** and ***needle type*** are selected in accordance with safety and sanitary principles.
3. The incision is sutured following embalming standards
4. The sutures and wound edges are aligned according to anatomy
5. Sutures are trimmed following embalming protocol

CONTENTS:

- Procedures in treating the Incision Site for Suturing
- Incision site
    - Carotid Artery Site
    - Femoral Artery Site
    - Jugular Vein Site
    - Axillary Artery Site
    - Brachial Artery Site
- Needle sizes and types
- Types of threads
- Suture material
    - Silk Sutures
    - Nylon Sutures
    - Absorbable Sutures
    - Cotton Sutures
    - Monofilament Sutures
- Needle type
    - curved
    - straight
    - tapered

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Suture Needle (Curved, Straight, or Half-Circle)
- Needle Holder / Driver
- Dissecting Forceps (Blunt and Toothed)
- Scissors (Sharp / Operating)
- Hemostat / Aneurysm Hook
- Suture Thread Holder / Spool
- Dissection / Embalming Table
- Lighting Equipment / Overhead Lamp
- Suture Materials (Cotton, Linen, Silk, Nylon, or Waxed Thread)
- Sealing Compound / Powder
- Disinfectant Solution (e.g., Sodium Hypochlorite, Alcohol)
- Absorbent Pads / Gauze
- Lubricant / Massage Cream

- Cotton / Cotton Swabs
- Towels / Linens
- Identification Tags / Labels
- Record Logbook / Injection Worksheet
- Waste Disposal Bags / Biohazard Containers
- Embalming Laboratory / Preparation Room
- Mortuary or Dissection Table
- Lighting and Ventilation System
- Tool Sterilization Area
- Waste Disposal Area
- Reference and Support Materials
    - DOH Guidelines on Human Remains
    - Anatomy and Physiology Textbook/Charts
    - Institutional Standard Operating Procedures (SOPs)
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

UNIT OF COMPETENCY : IMPLEMENT CADAVER PRESERVATION

MODULE TITLE : IMPLEMENTING CADAVER PRESERVATION

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitudes required to receive, document, clean, preserve, deflesh, debone, and prepare a human cadaver and its anatomical specimens for study, research, or display.

NOMINAL DURATION : **104 hrs**

SUMMARY OF LEARNING OUTCOMES:

LO1. Receive the cadaver - 8hrs

LO2. Maintain the cadaver - 8 hrs

LO3. Prepare anatomical specimens - 8 hrs

LO4. Deflesh and debone cadaver - 40 hrs

LO5. Articulate bone - 40 hrs

LO1. Receive the cadaver

ASSESSMENT CRITERIA:

1. The cadaver is ***identified*** in accordance with institutional and legal protocols.
2. ***Documentation*** is verified in accordance with institutional and legal protocols.
3. The cadaver is inspected for distinguishing marks and medical devices following standard visual examination procedures.
4. *The cadaver is screened for ***communicable diseases*** as prescribed by the Department of Health (DOH).

CONTENTS:

- Human anatomy and physiology
- Identify the Cadaver According to Institutional and Legal Protocols
    - name
    - death certificate
    - hospital records
    - legal clearances
    - Permits
- Verify Documentation in Accordance with Institutional and Legal Requirements
- Documentation and identification
    - distinguishing marks
    - scars
    - tattoos
    - Gender
- Labeling and record keeping
- Communicable diseases
    - HIV
    - SARS
    - COVID-19
    - meningococcemia
    - Ebola virus
    - Monkeypox
    - rabies
    - yellow fever
    - plague
    - HEPA B and C
    - invasive group A streptococcal infections
    - transmissible spongiform encephalopathies
- DOH disease protocols
- Cadaver documentation requirements

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Embalming / Receiving Table
- Adjustable Trolley or Gurney

- Lighting Equipment / Overhead Lamp
- Magnifying Glass / Hand Lens
- Disinfecting Tray / Container
- Waste Disposal Bin (Foot Pedal Type)
- Handheld UV or Inspection Lamp
- Identification Tags / Labels
- Record Logbook / Cadaver Registry Form
- Verification Forms and Checklists
- Disinfectant Solution
- Absorbent Pads / Towels / Linens
- Gloves (Disposable and Heavy-Duty)
- Biohazard Bags / Waste Containers
- Ballpen / Marker / Labeling Tape
- Hand Sanitizer /Liquid Soap
- Receiving Area / Mortuary Intake Room
- Disinfection and Cleaning Area
- Documentation Station / Office Desk
- Proper Lighting and Ventilation System
- Waste Disposal Area
- Cold Storage / Refrigeration Unit
- Reference and Support Materials
    - DOH Guidelines on Handling and Disposal of Human Remains
    - Republic Act No. 349 – Anatomical Gift Act of the Philippines
    - Institutional Standard Operating Procedures (SOPs)
    - Ethical Code for Mortuary Science Practice
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO2. Maintain the cadaver - 8hrs

ASSESSMENT CRITERIA:

1. The cadaver is cleaned using a washer as per decontamination guidelines.
2. The cadaver is sprayed with alcohol/disinfecting solution as per decontamination guidelines.
3. The ***preservation solution*** is prepared .
4. The cadaver's storage condition is maintained based on preservation facility protocols.

CONTENTS:

- Human anatomy and physiology
- Procedure on cleaning the cadaver
- Procedure on spraying the Cadaver with Alcohol or Disinfecting Solution According to Decontamination Guidelines
- Preservation chemistry
- Preservation solution
    - water
    - glycerine
    - phenol
    - formalin
    - alcohol
- Preservation tools and cadaver table
- Chemical application techniques
- Climate control and structural assembly
- Chemical ratios and volume measures
- Documentation and identification
- Labeling and record keeping

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Body Washer / Sprayer
- Soft Brushes and Sponges
- Mixing Container (Plastic or Glass Tank)
- Buckets / Basins / Containers
- Measuring Cylinders / Beakers
- Stirring Rod / Mixing Paddle
- Spray Bottle / Atomizer
- Thermometer / Hygrometer
- Refrigeration / Cold Storage Unit
- Stainless Steel Storage Rack / Tray
- Disinfectant Solution
- Cadaver Washing and Decontamination Area
- Reference and Support Materials

- DOH Guidelines on Handling and Disposal of Human Remains
- Republic Act No. 349 – Anatomical Gift Act of the Philippines
- Institutional Standard Operating Procedures (SOPs)
- Anatomy and Preservation Manuals
- TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO3. Prepare anatomical specimens - 8 hrs

ASSESSMENT CRITERIA

1. The ***internal organs*** are harvested through dissection techniques appropriate for anatomical study.
2. The organs are fixed in accordance with established anatomical preservation standards.
3. The organs are stored in preservative solutions inside sealed containers following biosafety protocols.

CONTENTS:

- Human anatomy and physiology
- Method of dissecting the cadaver to remove internal organs
- Internal organs
    - liver
    - brain
    - heart
    - kidney
    - intestines
    - stomach
    - digestive organs
    - lungs
- Dissection techniques appropriate for anatomical study
- preparation and application of fixative solutions
- Preservative solutions inside sealed containers
- proper storage procedures of fixed organs in labeled, sealed containers.
- Biosafety protocols
- Anatomical accuracy and structural integrity standards

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Dissection Set / Embalming Kit
- Scalpel with Blades (No. 10–22)
- Dissecting Scissors (Straight and Curved)
- Forceps (Blunt and Toothed)
- Bone Cutter / Rib Shears
- Dissecting Tray / Table
- Organ Containers / Sample Jars (Glass or Plastic)
- Measuring Cylinders / Beakers / Graduated Flasks
- Stirring Rods / Mixing Tools
- Labels / Tagging Tools / Markers
- Lighting Equipment / Overhead Lamp
- Fixative Solution (10% Formalin)
- Alcohol-Based Fixative
- Preservative Solution (5% Formalin, Glycerin, or Alcohol Mixture)

- Distilled Water
- Disinfectant Solution (Sodium Hypochlorite, Alcohol, or Phenol)
- Absorbent Pads / Towels
- Labeling Tape / Tags
- Waste Bags / Biohazard Containers
- Gloves (Disposable and Heavy-Duty)
- Dissection Laboratory / Anatomy Room
- Specimen Storage Room / Preservation Cabinet
- Reference and Support Materials
    - DOH Guidelines on Handling and Disposal of Human Remains
    - Institutional Standard Operating Procedures (SOPs)
    - Anatomy and Preservation Manuals
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO4. Deflesh and debone cadaver - 40 hrs

ASSESSMENT CRITERIA:

1. Muscles are removed from the bone in accordance with Anatomical accuracy and structural integrity standards.
2. Bones are boiled to remove excess tissues and oil following Anatomical accuracy and structural integrity standards.
3. Bones are cleaned using soapy water and brush.
4. Bones are dried under the sunlight.
5. Bones are degreased using ***solvents.***
6. Bones are bleached with hydrogen peroxide.

CONTENTS:

- Human anatomy and physiology
- Dissection techniques appropriate for anatomical study.
- Skeletal structures and muscle attachment points
- techniques in cutting, detaching, and separating muscles and connective tissues from bones
- Proper procedure in boiling bones to eliminate remaining flesh and fat deposits
- Cleaning Techniques Using Soapy Water and Brush
- Method of air-drying bones under natural sunlight
- Process of removing internal fats and oils from bones
- Method of whitening and sterilizing bones with solvents
- Solvents
    - acetone
    - hydrogen peroxide
    - varnish
    - lacquer thinner
- Preservative solutions inside sealed containers
- Biosafety protocols
- Anatomical accuracy and structural integrity standards.

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Detergent or Soap Solution
- Degreasing Solvents
- Absorbent Towels / Cloths
- Labeling Tape / Tags
- Record Logbook / Process Checklist
- Waste Disposal Bags / Biohazard Containers
- Brush Cleaner / Cleaning Agent
- Alcohol (70%)
- Dissection / Preparation Room
- Boiling Area / Laboratory Kitchen
- Drying Area with Sun Exposure
- Storage Area / Shelving Unit

- Chemical Preparation Area
- Waste Disposal Area
- Reference and Support Materials
    - DOH Guidelines on Handling and Disposal of Human Remains
    - Institutional Standard Operating Procedures (SOPs)
    - Anatomy and Physiology Textbooks / Skeletal System Charts
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO5. Articulate bone - 40 hrs

ASSESSMENT CRITERIA:

1. Bones are assembled using ***securing materials*** following standard anatomical position
2. Varnish is applied on bone following preservation standards.
3. Bones are mounted to dry in room temperature following institutional standards

CONTENTS:

- Human anatomy and physiology
- Identify the Anatomical Position and Orientation of the Human Skeleton
- Assemble Bones Using Securing Materials
- Securing materials
    - wires
    - Glue
    - screws and rods
    - ligaments
- Procedures on varnishing on bones
- Mount and Dry Assembled Bones
- Dissection techniques appropriate for anatomical study
- Preservative solutions inside sealed containers
- Anatomical accuracy and Structural integrity standards

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Drill and Hand Drill Bits
- Pliers (Flat Nose and Round Nose)
- Screwdrivers and Screws
- Metal Rods or Dowels
- Steel Wire (Various Gauges)
- Adhesive / Epoxy Glue
- Varnish Brush / Paintbrush
- Varnish Spray Gun (Optional)
- Dissection / Assembly Table
- Bone Holding Clamps or Stands
- Lighting Equipment / Overhead Lamp
- Wires (Stainless Steel / Galvanized)
- Clear Varnish / Acrylic Sealant
- Labels / Identification Tags
- Cotton Cloths / Wipes
- Record Logbook / Assembly Worksheet
- Disposable Gloves / Mask
- Alcohol (70%) or Disinfectant
- Sandpaper (Fine Grade)
- Assembly / Anatomy Laboratory
- Ventilated Varnishing Area

- Drying Room / Storage Area
- Chemical Preparation Area
- Waste Disposal Area
- Reference and Support Materials
    - DOH Guidelines on Handling and Disposal of Human Remains
    - Institutional Standard Operating Procedures (SOPs)
    - Anatomy and Physiology Textbooks / Skeletal System Charts
    - TESDA Training Regulation – Embalming NC II/Mortuary Services NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

UNIT OF COMPETENCY : DISPOSE ANATOMICAL CADAVER

MODULE TITLE : DISPOSING ANATOMICAL CADAVER

MODULE DESCRIPTOR : This module covers the skills, knowledge, and attitudes required to safely and effectively perform anatomical cadaver disposal in compliance with regulatory, ethical, and biohazard protocols. It includes preparing the cadaver for disposal, coordinating with relevant authorities, selecting and conducting the appropriate disposal method, and maintaining proper documentation and recordkeeping.

NOMINAL DURATION : 18hrs

SUMMARY OF LEARNING OUTCOMES:

LO1. Prepare cadaver for disposal - 8hrs

LO2. Coordinate with relevant authorities - 4hrs

LO3. Conduct cadaver disposal - 4hrs

LO4. Maintain documentation and reports - 2hrs

LO1. Prepare cadaver for disposal - 8hrs

ASSESSMENT CRITERIA:

1. Cadaver is tagged according to standard protocols
2. Personal protective equipment (PPE) is worn in accordance with biohazard safety standards
3. Insect fumigation is performed in accordance with biohazard safety standards.
4. Cadaver is contained and sealed using appropriate anatomical waste packaging materials

CONTENTS:

- Anatomical Tag
- Procedure on Tagging the Cadaver
- Proper Wearing of Personal Protective Equipment (PPE)
- Biohazard classification
- Procedures on Insect Fumigation
- Procedures on containing and sealing the cadaver
- Anatomy and classification of anatomical waste
- Infection Control Principles
- Decomposition and cadaver characteristics
- Containment and packaging
- Incineration and disposal technology
- Waste segregation and handling systems
- Documentation and tracking systems
- Volume and weight estimation
- Documentation and identification
- Labeling and record keeping
- Coordination with authorities
- Relevant environmental and health regulations (e.g., DOH, DENR, LGU ordinance
- Legal and regulatory compliance
- Environmental impact of disposal methods

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
    - Disposable gloves/Industrial gloves
    - Laboratory gown or coverall
    - Face mask or N95 respirator
    - Goggles or face shield
    - Head cap or hair cover
    - Shoe covers or rubber boots
    - Apron (impermeable or chemical-resistant type)
- Cadaver identification tags (waterproof and durable)
- Permanent marker pens

- Record logbook or disposal register
- Labeling stickers with biohazard symbols
- Documentation forms (for transfer, disposal, and acknowledgment)
- Fumigation chamber or enclosed workspace
- Fumigating agents (e.g., formaldehyde solution, chlorine-based disinfectant, or other approved chemical)
- Measuring container or sprayer for fumigant application
- Ventilation or exhaust system for post-fumigation aeration
- Warning signage ("FUMIGATION IN PROGRESS – DO NOT ENTER")
- Anatomical waste bags or body bags
- Plastic liners for secondary containment
- Cable ties, zip locks, or heat sealer for securing bags
- Anatomical waste bins or containers with tight-fitting lids
- Absorbent pads or sheets (to control fluid leakage)
- Stainless steel or PVC stretcher
- Mortuary trolley or cart with wheels
- Body lifting straps or sheets
- Biohazard waste transport containers (for sealed remains)
- Disinfectant spray or wipes for cleaning equipment after use
- Detergent and disinfectant solutions (e.g., sodium hypochlorite, phenolic disinfectant)
- Cleaning brushes and sponges
- Waste disposal bins (color-coded for biohazard materials)
- Mop and bucket with wringer
- First aid kit
- Reference and Support Materials
    - TESDA Training Regulations (TR) for Embalming NC II / Medical Laboratory Services NC II
    - Department of Health (DOH) Administrative Order No. 2020-0017 – "Guidelines on the Disposal and Management of Human Remains"
    - Republic Act No. 9003 – Ecological Solid Waste Management Act of 2000 (for waste segregation and disposal standards).
    - RA 6969 – Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990, implementing rules for anatomical and pathological waste.
    - Occupational Safety and Health Standards (OSHS), Department of Labor and Employment (DOLE) – standards on PPE use, hazard control, and sanitation.
    - Institutional Standard Operating Procedures (SOPs)

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO2. Coordinate with relevant authorities - 4 hrs

ASSESSMENT CRITERIA:

1. Disposal facilities are identified based on disposal type and regulatory compliance
2. Disposal schedule is confirmed
3. Disposal schedule is coordinated with ***relevant parties***
4. ***Required documentation*** is secured prior to transport or disposal
5. Funeral transport vehicle is contacted and briefed regarding cadaver type and handling requirements

CONTENTS:

- Identification of Disposal Facilities Based on Disposal Type and Regulatory Compliance
    - Types of Disposal Facilities
    - Regulatory Considerations
    - Institutional Responsibility
- Confirmation of Disposal Schedule
- Coordination of Disposal Schedule with Relevant Parties
    - healthcare facility / institution
    - legal and government authorities
    - family / next of kin
    - regulatory and oversight bodies
- Securing Required Documentation Prior to Transport or Disposal
    - Death certificate
    - Embalmer's certificate
    - Mayor's permit
    - Burial permit
    - Transfer permit
    - Scientific permit
    - Certificate from source
- Funeral Transport Vehicle on Cadaver Type and Handling Requirements
- Pathogen survival during transport
- Decomposition stages and health risks
- Biohazard transport containers
- Electronic documentation and tracking systems
- Incinerator and disposal facility design
- Biosecure transport vehicle features
- Anatomical waste handover flow system
- Cadaver ID and log tracking
- Disposal scheduling and time computation
- Batch numbering and volume control
- Transporter and facility briefing
- Permit and clearance coordination
- Inter-agency scheduling communication
- PD856 Code of Sanitation- Disposal of Cadaver
- RA 9003 and biohazard regulation compliance
- Ecological risks of improper disposal

- Selection of environmentally compliant facilities
- DOH disease protocols

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Desktop computer or laptop
- Telephone or mobile phone
- Printer and scanner
- Internet connection
- Official communication forms or request letters
- Directory of contact persons (DOH, LGU, funeral services, etc.)
- Filing cabinet or record storage box
- Clipboard and folder
- Logbook or disposal register
- Computerized database or spreadsheet
- Cadaver disposal forms and authorization letters
- Permits and certificates (DOH, LGU, institutional clearance)
- Labeling stickers or tags for documentation tracking
- Wall calendar or digital planner
- Projector or display screen (for briefing sessions)
- Reference and Support Materials
    - Copies of applicable laws and regulations:
        - RA 6969 – Toxic Substances and Hazardous Waste Act
        - RA 9003 – Ecological Solid Waste Management Act
        - DOH AO 2020-0017 – Guidelines on Disposal of Human Remains
    - Institutional Standard Operating Procedures (SOPs) manual
    - Biosafety and biohazard handling reference guide

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO3. Conduct cadaver disposal - 4 hrs

1. Cadaver is transported following health and safety protocols
2. ***Disposal procedures*** are conducted in accordance with local and national regulations
3. ***Rituals and ceremonies*** are facilitated when requested.
4. Post-disposal site cleaning and disinfection are performed following health and safety protocols.

CONTENTS:

- Transport the Cadaver Following Health and Safety Protocols
    - Preparation for Transport
    - Health and Safety Requirements
    - Transport Protocol
- Disposal Procedures in Accordance with Local and National Regulations
    - Cremation
    - Mass burial
- Rituals and ceremonies
    - Rituals (Before)
        - Moment of silence or prayer
        - Body blessing or anointing
        - Tagging ceremony
    - Rituals (After)
        - Post-disposal prayer or invocation
        - Site cleansing and blessing
        - Offering or symbolic gesture
    - Ceremonies (Before)
        - Donor appreciation rites
        - Family acknowledgment ceremony
        - Cultural farewell rites
    - Ceremonies (After)
        - Thanksgiving or memorial service
        - Annual remembrance events
        - Ash or remains retrieval ceremony
- Post-Disposal Site Cleaning and Disinfection Following Health and Safety Protocols
    - Cleaning Procedures
    - Disinfection Standards
    - Post-Activity Inspection
- Disease transmission risks during cadaver handling and disposal
- Biological decomposition and odor management science
- Infection control principles in post-disposal sanitation
- Use of biosecure transport containers and sealing equipment
- Incinerator or cremation chamber operation systems
- Application of chemical disinfectants and sanitation tools
- Engineering controls in cadaver handling vehicles
- Facility design for waste segregation and containment
- Structural safety of burial sites or disposal zones
- Calculation of incineration temperature and duration

- Measurement of disinfectant quantities and ratios
- Coordinating ceremonial requests with stakeholders
- Compliance with environmental waste management laws (e.g., RA 9003)
- Impact assessment of burial or incineration on ecosystems
- Proper disposal of disinfectant and biohazard residues

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
    - Disposable gloves (double layer recommended)
    - Face mask or N95 respirator
    - Protective gown or coverall
    - Goggles or face shield
    - Head cap or hair cover
    - Waterproof apron
    - Rubber boots or shoe covers
- Mortuary trolley or stretcher
- Funeral or biohazard transport vehicle
- Body lifting straps or transfer sheet
- Portable ramps or loading equipment
- Disinfectant sprayer or fogger
- Body bag or anatomical waste bag
- Identification tag
- Cable ties or sealing tape
- Biohazard labels and warning signs
- Incinerator or cremation chamber
- Weighing scale or log recorder
- Sample Disposal permit and documentation
- Biohazard waste containers
- Absorbent pads or materials
- Disinfectant solutions (e.g., sodium hypochlorite, phenolic disinfectants)
- Detergent and cleaning agents
- Disposable cleaning cloths or wipes
- Logbook or disposal register
- Computer or laptop (for electronic record management)
- Printer or scanner (for documentation and permits)
- Filing cabinet or record folder (for safekeeping of documents)
- Cadaver disposal forms and clearance documents
- Reference and Support Materials
    - Copies of applicable laws and regulations:
        - RA 6969 – Toxic Substances and Hazardous Waste Act
        - RA 9003 – Ecological Solid Waste Management Act
        - DOH AO 2020-0017 – Guidelines on Disposal of Human Remains
    - Institutional Standard Operating Procedures (SOPs) manual
    - TESDA Training Regulations (TR) – Medical Laboratory Services NC II / Embalming NC II

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

LO4. Maintain documentation and reports - 2 hrs

ASSESSMENT CRITERIA:

1. Cadaver disposal logbook is updated with complete and accurate records following institutional protocols
2. Certificates of disposal are obtained and filed as required
3. ***Disposal reports*** are submitted to institutional authorities following institutional protocols
4. Confidentiality and ethical handling of records are observed following institutional protocols

CONTENTS:

- Cadaver Disposal Logbook with Complete and Accurate Records Following Institutional Protocols
    - Purpose of the Logbook
    - Required Entries:
        - Cadaver identification number or code
        - Date and time of disposal
        - Type of disposal (e.g., burial, cremation, incineration)
        - Disposal site and facility name
        - Name and signature of responsible personnel
        - Remarks or observations (e.g., presence of ritual, condition of cadaver, or incidents)
    - Protocols for Updating
- Certificate of Disposal
- Disposal reports
    - Summarizes cadaver handling and final disposal actions
    - Includes cadaver ID, disposal method, facility, date, and transporter details
    - Prepared by authorized personnel following institutional reporting protocols
    - Filed for recordkeeping, audit, and compliance purposes
    - Must ensure data accuracy and confidentiality
    - Accounting expenses
- Confidentiality and Ethical Handling of Records Following Institutional Protocols
    - Confidentiality Standards
    - Ethical Handling
    - Institutional and Legal Basis
- Biological identification methods for cadaver tagging
- Importance of data accuracy in cadaver-related health records
- Scientific integrity and ethical treatment of donor data
- Use of electronic logbooks and digital archiving systems
- Secure data storage platforms for sensitive documentation
- Structured filing systems for physical records (e.g., climate-controlled archives)
- Document management flow aligned with facility design
- Redundancy systems for backup and retrieval of cadaver records
- Logging time, date, and sequence of cadaver processing
- Reference coding and anatomy number systems
- Report preparation for institutional submission
- Observing confidentiality protocols in verbal and written disclosures

- Records supporting regulatory environmental compliance (e.g., disposal type, method, and location)
- Documentation of eco-safe disposal methods for audit purposes
- Avoidance of environmental harm through accurate reporting and traceability

CONDITIONS:

Student / trainees must be provided with the following:

- PPE (Personal Protective Equipment)
- Logbook or disposal register – for recording cadaver identification numbers, dates, disposal methods, and signatures of responsible personnel.
- Computer or laptop
- Printer and scanner
- Filing cabinet or document storage box
- Clipboard and record folder
- Disposal record sheets or forms
- Disposal report templates
- Permanent marker pens and ballpens
- Record labels or tags
- Photocopier
- Document binder or folder
- Digital storage device (USB or external drive) – for secure file backup and report transfer.
- Certificates of disposal – issued by accredited disposal facilities or authorities.
- Clearance forms and permits – from DOH, LGU, or institutional safety officers.
- Summary reports and memos – for submission to institutional authorities.
- Cover letters or transmittal forms – accompanying formal report submissions.
- Confidentiality agreement forms – signed by personnel authorized to access records.
- Data privacy notice or policy – posted within the documentation area.
- Reference and Support Materials
    - Institutional Standard Operating Procedures (SOPs) manual
    - TESDA Training Regulations (TR) – Medical Laboratory Services NC II / Embalming NC II
    - Disposal manual or laboratory logbook guide

METHODOLOGIES:

- Lecture
- Discussion
- Group work
- Hands-on practice
- Oral Practical Examination

ASSESSMENT METHODS:

- Interview
- Demonstration with questioning
- Written examination
- Oral Practical Examination

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INDUSTRY EXPERT

DR. RAFAEL FELIPE C. BUNDOC, MD, FPOA
Head of the Department of Anatomy at UP College of Medicine Manila

Academic Embalmers of UP College of Medicine Manila:

MR. KELLY JUPITER BARROA
MR. NELSON JAVIER
MR. RAZEL AZUCENA

TESDA - QSO - CTADD TECHNICAL FACILITATORS

Curriculum and Training Aids Development Division
AGNES P. PANEM
BIANCA HIMAYA V. LUNA
HONEYLET T. SEPINO
MAY F. ILAS

What is a Competency-Based Curriculum (CBC)?

- ❑ A competency-based curriculum is a framework or guide for the subsequent detailed development of competencies, associated methodologies, training, and assessment resources.

- ❑ The CBC specifies the outcomes which are consistent with the requirements of the workplace as agreed through the industry or community consultations.

- ❑ CBC can be developed immediately when competency standards exist.

- ❑ When competency standards do not exist, curriculum developers need to clearly define the learning outcomes to be attained. The standard of performance required must be appropriate to industry and occupational needs through the industry/enterprise or specified client group consultations.

These materials are available in both printed and electronic copies. For more information please contact:
Technical Education and Skills Development Authority (TESDA)
Telephone Nos.: 893-8281, 817-4076 to 82 loc. 611, 630, 631 and 635 or visit our website: www.tesda.gov.ph or the TESDA Regional or Provincial Office nearest you.