

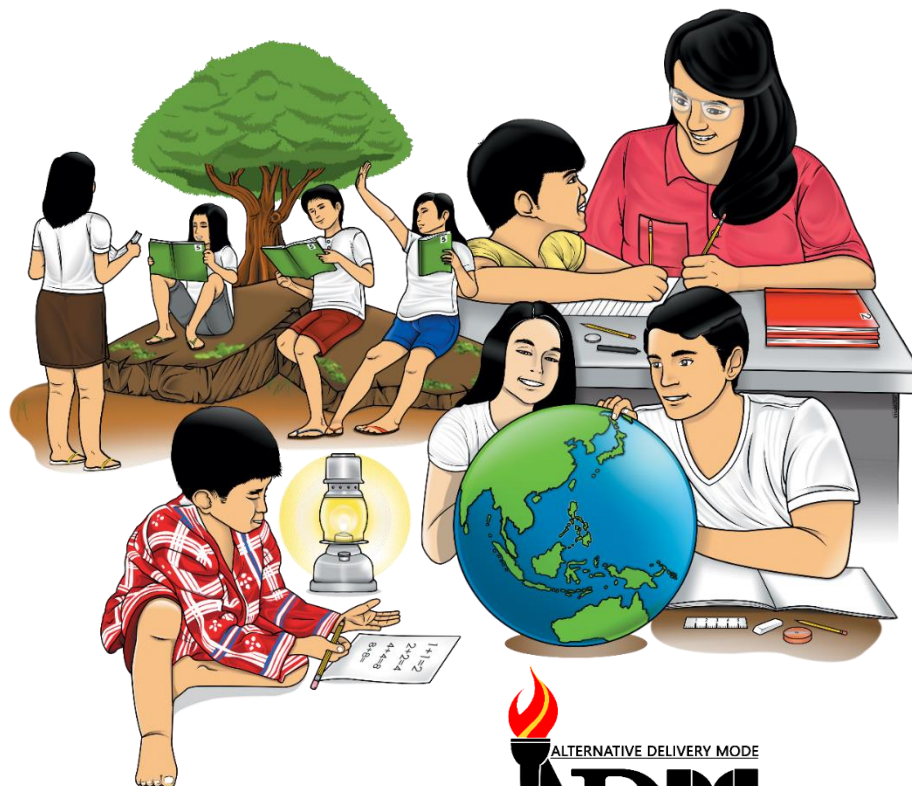
Technology and Livelihood Education

Quarter 1 - Module 2

Carrying Out Inventory Activities

(Determining defective tools and equipment according to operation manuals)

Agricultural Crop Production NC II



Technology and Livelihood Education

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Agricultural Crop Production NC II

Agricultural Crop Production NC II – Grade 10

Alternative Delivery Mode

Quarter 1 – Module 2: Carrying out inventory activities

(Determining defective tools and equipment according to operation manuals)

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Published by the Department of Education

Secretary: Leonor Magtolis Briones

Undersecretary: Diosdado M. San Antonio

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Printed in the Philippines by:

Department of Education – Cordillera Administrative Region

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Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLMS is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and test. And read the instructions carefully before performing each task.

If you have questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learner.











For the facilitator:

Hi, as a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Kindly, advise the learner's parents or guardians of the same procedure since they will be the primary supporters in the learners' progress. Please, do not forget to remind the learner to use separate sheets in answering all of the activities found in the learning module

For the learner:

Hello learner, Welcome to the Agricultural Crop Production NC II Alternative Delivery Mode (ADM) Module on Determining defective tools and equipment according to operation manuals. I hope you are ready to progress in your Grade 10 TLE in Agriculture with this learning module. This is designed to provide you with interactive tasks to further develop the desired learning competencies prescribed in our curriculum. With this, you are expected to appreciate staking through the information and activity given.

This module has the following parts and corresponding icons:

ICON	LABEL	DETAIL
	What I Need to Know	This contains the learning objectives which you need to accomplish.
	What I know	This evaluates what you know about the lesson you are to learn.
	What's In	This connects the current lesson with a topic necessary in your understanding.
	What's New	This introduces the lesson through an activity.
	What Is It	This contains a brief discussion of the learning module lesson.
	What's More	These are activities to check your understanding of the lesson.
	What I have Learned	This summarizes the important ideas presented in the lesson.
	What I Can Do	This is a real-life application of what you have learned.
	Assessment	This is a post assessment of what you have learned.
	Additional Activity	This is an activity that will strengthen your knowledge about the lesson.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

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Lesson 1

Determining defective tools and equipment according to operation manuals

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer *What I Know* before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your teacher/facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!



What I Need to Know

This module was designed and written to guide you to acquire the learning competencies and develop your skills in Determine defective tools and equipment according to operation manuals -Agricultural Crop Production, Carrying out inventory activities. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. However, the order in which you read the module can be changed to correspond with the textbook you are now using.

Quarter/Week

Learning Competency Code

Learning Competency

Q1/W1

TLE_AFAAPC9- 12PRK-Ia-b-13

LO 1. Carry out inventory activities

1.2 Determine defective tools and equipment according to operation manuals

Learning Objectives:

After going through this module, you are expected to:

1. identify defective tools and equipment;
2. know the different type of forms to fill in in conducting inspection;
3. know the form to fill in according to job requirement; and,
4. conduct inventory of defective tools and equipment independently.



What I Know

Pretest

Matching Type

Directions. Read carefully the following statement at Column A, and select the letter of the corresponding statement at Column B. Write your answer in a separate sheet of paper.

A	B
1. Written by a home inspector after a thorough evaluation of the tools/equipment/facilities including the electrical system, plumbing, roof, foundation and other structural features.	A. Maintenance
2. It's important to keep everything running properly in order to avoid delays in vital agricultural processes.	B. Role of maintenance
3. An official indication that an equipment has been damaged and is considered a total loss.	C. Assets
4. Making sure that farm equipment operates when it's needed.	D. Farmers
5. A guide for the worker and the manager in procuring the tools/materials needed in certain job requirement.	E. Housekeeping Schedule
6. Tractors, Seed drills, Planters, Plows, Manure spreaders, Cultivators and Harvesters	F. Housekeeping Inspection Checklist
7. Performed on equipment that has broken down and is unusable.	G. Equipment Maintenance Schedule
8. In small family-owned farms, all the maintenance may be performed by a single person.	H. Equipment Maintenance Inspection Checklist
9. The grouping of waste into different categories.	I. Equipment Record with Code and Drawing
10. Schedules that combine everything that set up the working place.	J. Tag-Out Bill
11. A safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work.	K. Waste segregation
12. Inspection Checklist is an aid to guide department or farm managers through inspecting the cleanliness of the working area or farm.	L. Breakdown maintenance
13. Form that can helped when conducting an inventory of <i>equipment</i> .	M. Work request
14. Any process used to keep equipment in reliable working order. It may include routine upkeep as well as corrective repair work.	N. salvage report
	O. Inspection Report

15. An inspection checklist, when used properly, is an assurance that a particular piece of equipment has been inspected.	
---	--



What's In

Hello learners. In the previous lesson, you have learned competencies in Performing housekeeping. In this module, you will learn Carrying-out Inventory Activities using different forms- Breakdown; Repair Report; Salvage report; Tag out bill and Inspection report.



What's New

Instruction: Answer the following questions in NOT MORE THAN five (5) sentences. Refer to the rubric below for the assigned points. (5points each)

CRITERIA	ASSIGNED POINTS
Content	3 points
Grammar	1 point
Organization of thoughts	1 point
TOTAL POINTS	5 points

Questions:

1. How do you maintain that equipment and farm facilities are in order?
2. How do you conduct care and maintenance the farm assets?



What Is It

Maintaining Agricultural Equipment and Facilities

Like many industries, agriculture relies heavily on physical assets, including machinery, mobile equipment, and buildings. It's important to keep everything running properly in order to avoid delays in vital agricultural processes. Seeding, harvesting, and other processes are bound to strict timelines, and the equipment used to carry them out needs to be ready for operation on time. As such, maintenance plays a vital role in keeping farms going year after year.



Students of Cristina B. Gonzales Memorial High School, Bucay, Abra SY 2020-2021

The role of maintenance in agriculture



Planned and unplanned maintenance both play a vital role in keeping a farm in operation. They help farmers keep to the strict timeframes prevalent in the industry, while also preserving safety.

Importance of agricultural maintenance

The role of maintenance in agriculture is to make sure farm equipment operates when it's needed. Machines used in agricultural processes must be ready for operation on time, otherwise, there could be significant losses to the farm as a whole. Specifically, agricultural maintenance fulfills these purposes:

- ✓ Preventing breakdowns
- ✓ Preventing accidents
- ✓ Keeping planting, fertilizing, harvesting, and so forth on schedule
- ✓ Maintaining the quality of end products by calibrating equipment used.

Types of assets maintained in agriculture

Farms run on heavy equipment, much of which is maintained by farmers themselves. In addition, most farms have buildings that need to be kept clean and sound. Among the asset farmers need to maintain are:



Tractors

Sprayers

Seed drills
Planters
Plows
Manure spreaders
Cultivators
Harvesters
Irrigation systems

Conveyor systems
Mixers
Water Pump
Dispensers
Refrigeration/temperature control systems
Storehouses

Who performs maintenance in agriculture?

Often, farmers themselves are the ones who maintain their equipment, which means they need a wide breadth of knowledge about their machines, how they work, and how often they need to be maintained. In small family-owned farms, all the maintenance may be performed by a single person (though often with help from family members), whereas larger operations will have multiple hands on deck. Agriculture involves a lot of unskilled labor, and as such, farmers often have very little formal training when it comes to maintaining farming assets. As such, accidents and injuries may occur as a result of poor maintenance practices. It's worthwhile to make sure you keep a detailed record of all maintenance work performed on your farm and in your facilities.

Example of a maintenance inspection using 11 forms

F.1. Housekeeping Schedule

Housekeeping schedules combine everything that was set up. Each housekeeping schedule should contain all of the housekeeping activities (housekeeping tasks) that take place around working place.



Housekeeping and Maintenance Schedule							
QUALIFICATION	Agricultural Crops Production NC II						
AREA/SECTION	Production Area						
IN-CHARGE	Mr. Triple A -Farm Manager						
ACTIVITIES	Responsible Person	Schedule for the Month of November 2017					
		Daily	Every other day	Weekly	Every 15 th Day	Monthly	Remarks
Inspection of Tools, materials and equipment	Mr. X		√				
Cleanliness of the production area	Mr. Z			√			
Dis infection of surrounding	Mr. A				√		
Prepared by;		Approved by;					
Date: _____		Date: _____					

F.2 Housekeeping Inspection Checklist

The Monthly Housekeeping Inspection Checklist is an aid to guide department or farm managers through inspecting the cleanliness of the working area or farm.

Housekeeping Inspection Checklist		
QUALIFICATION		Agricultural Crops Production NC II
AREA/SECTION		Record rooms Month: July 2020
IN-CHARGE		Mr. ZEEE
YES	NO	INSPECTION ITEMS
√		Files are properly labeled.
√		Sanitation is observed.
√		Important files are properly secured.
Inspected by;		Noted by;
_____		_____

F.3 Equipment Maintenance Schedule



Equipment maintenance is any process used to keep equipment in reliable working order. It may include routine upkeep as well as corrective repair work. Equipment may include mechanical assets, tools, heavy off-road vehicles, and computer systems.

Equipment Maintenance Schedule						
EQUIPMENT TYPE	FOUR-WHEEL TRACTOR					
EQUIPMENT CODE	00A-123					
LOCATION	Farm site					
ACTIVITIES	Schedule for the Month of December 2020					
	Daily	Every other day	Weekly	Every 15 th Day	Monthly	Remarks
Tire Condition					√	
Lubricant			√			
Gear oil		√				
Gasoline	√					
Special Instructions: Farm manager inspect the equipment according to the schedule. Daily inspection will be done by the operator before using.						
Prepared by; <u>MR. ZZZZZZ</u> Farm Manager						

F.4 Equipment Maintenance Inspection Checklist

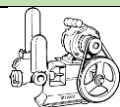



An inspection checklist, when used properly, is an assurance that a particular piece of equipment has been inspected. As each item on the checklist

is ticked off, the person doing the inspection is verifying that each component of the equipment is in correct working order.

Equipment Maintenance Inspection Checklist		
EQUIPMENT TYPE		Four Wheel Tractor
PROPERTY CODE		Agri.farm-001A
LOCATION		FARM SITE
IN CHARGE		Mr. Zeee
YES	NO	INSPECTION ITEMS
√		Is pre-operational check-up conducted in line with manufacturers' manual?
√		Is the Four-wheel tractor work properly?
√		Is the Four-wheel tractor cleaned before and after land preparation?
√		Are defective parts identified and reported?
Remarks: Accomplished		
Inspected by: Mr. Dee Sandoval Mun. Agricultural Technician		
Date: December 13, 2020		

F.5 Equipment Record with Code and Drawing

The *equipment records with codes and drawing* can help when conducting an inventory *equipment*

Equipment Record with Code and Drawing							
NO.	Location	EQPT. No.	QTY	Item	Description	P.O No.	Drawing Ref.
1	Farm Site	001a	1	Water Pump	Kuyomi	00-12-a	
2	Records section	002b	1	Printer	Penson	12-00b	
3	Records section	002c	1	Laptop	Racer	12-0031	
4	Production Area	003m	1	Shredder	Yukumuha	012-32	
Conducted by;				Noted by;			
Date: _____				Date: _____			

F.6 Tag-Out Bill

Lock out, tag out (LOTO) is a safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work.

Tag Out Bill			
		TYPE (Danger/Caution)	Description
			Date completed

LOG SERIAL	DATE ISSUED		(System Components, Test Reference)	
00234	06/12/2017	Explosion	Tractor Battery	02/12/2020
00245	06/10/2016	Wirings are opened	Electrical water pumping	02/13/2016
Prepared by;		Noted by;		

F.7 Waste segregation is the grouping of waste into different categories. Each waste goes into its category at the point of dumping or collection, but sorting happens after dumping or collection. Segregation of waste ensures pure, quality material.



Waste Segregation List			
QUALIFICATION	Agricultural Crops Production NC II		
AREA/SECTION	PRACTICAL WORK AREA		
IN-CHARGE	Mr. Sandoval		
GENERAL/ACCUMULATED WASTE	WASTE SEGREGATION METHOD		
	Recycle	Compost	Dispose
Sacks	√		
Crop Stubbles		√	
Feeding Troughs		√	
Damaged pail			√
Plastic	√		
Weeds		√	
Prepared by;		Approved by;	

F.8 Breakdown maintenance is performed on equipment that has broken down and is unusable. It is based on a breakdown maintenance trigger. It may be either planned or unplanned.

Breakdown/Repair Report		
Area/ Section	Record Section	
Facility Type	Nature of Break down	Recommendation
Laptop	LCD	Repair
Printer	Reformat	Repair
Prepared by;		Noted by;

F.9 Work request/Job Order means a guide for the worker and the manager in procuring the tools/materials needed in certain job requirement.

Work Request	
UNIT No. 002a	Description: Laptop
Observation : Screen of Laptop is Block out	
Activity : repair/Change LCD	
Spare Part Used: LCD	
Prepared by;	Approved by;
Date: _____	Date: _____

F.10. A salvage report is an official indication that an equipment has been damaged and is considered a total loss.

Salvage Report		
Section Area	Practical Worked Area	
Facility Type	Part ID	Recommendation
Tractor Battery	Battery 002a	Dispose
Prepared by;		
Approved by;		
Date: _____	Date: _____	

F.11. Inspection Report is written by a home inspector after a thorough evaluation of the tools/equipment/facilities including the electrical system, plumbing, roof, foundation and other structural features.

Inspection Report			
Facility Type	Incident	Action Taken	Progress/remarks
Nursery Shed	Collapsing/hazardous	Requesting renovation/repair	Urgent
Prepared by;			
Approved by;			
Date: _____	Date: _____		



What's More

Direction: Given you two (2) forms, Housekeeping Maintenance Schedule and Housekeeping Inspection Checklist. Fill in the table according to your choice of area/section of the farm and identify at least five (5) activities that you wanted to monitor accordingly. Copy the listed activities on table A and put on the column of Activities on Table B. Fill in all the requirement of the table assuming

that you are the one conducting the inspection. You will be given points according to rubrics given.

TABLE A

Housekeeping and Maintenance Schedule							
QUALIFICATION	Agricultural Crops Production NC II						
AREA/SECTION							
IN-CHARGE							
ACTIVITIES	Responsible Person	Schedule for the Month of :					
		Daily	Every other day	Weekly	Every 15 th Day	Monthly	Remarks
Prepared by; _____				Approved by; _____			
Date: _____				Date: _____			

TABLE B

TABLE E

Housekeeping Inspection Checklist				
QUALIFICATION		Agricultural Crops Production NC II		
AREA/SECTION				
IN-CHARGE				
YES	NO	INSPECTION ITEMS/ACTIVITIES		
Inspected by;		Noted by;		
Rubrics				
Criteria	4	3	2	1
Activities	All identified activities are relevant to the identified area/section.	4 identified activities are relevant to the identified area/section.	3 identified activities are relevant to the identified area/section.	2 identified activities are relevant to the identified area/section.
Relevant of scheduling activities	All identified activities are relevant to the identified area/section.	4 identified activities are relevant to the identified area/section.	3 identified activities are relevant to the identified area/section.	2 identified activities are relevant to the identified area/section.

Completeness of details	All requirements of the tables are filled in properly.	1 to 2 requirements of the tables are not filled in properly.	3 to 4 requirements of the tables are not filled in properly.	5 to 6 requirements of the tables are not filled in properly.
Facilitator's Remarks:				



What I Have Learned

Instruction: Explain the importance of the following in NOT MORE THAN five (5) sentences. Refer to the rubric below for the assigned points. (5points each)

1. Equipment Maintenance Schedule
2. Equipment Maintenance Inspection Checklist
3. Equipment Record with Code and Drawing
4. Tag-Out Bill
5. Waste segregation

Rubrics

CRITERIA	ASSIGNED POINTS
Content	3 points
Grammar	1 point
Organization of thoughts	1 point
TOTAL POINTS	5 points



What I Can Do

Given you the table below fill in all the requirements accordingly. Assuming you are the one conducting/preparing the reports.

You will be given points according to the rubrics given below. Each table will be given a maximum of 10 points.

Table A

Breakdown/Repair Report		
Area/ Section		
Facility Type	Nature of Break down	Recommendation

Prepared by;		Noted by;

Table B

Work Request	
UNIT No. 002a	Description:
Observation :	
Activity :	
Spare Part Used:	
Prepared by;	Approved by;
Date: _____	Date: _____

Table C

Salvage Report		
Section Area	Practical Worked Area	
Facility Type	Part ID	Recommendation
Prepared by;	Approved by;	
Date: _____	Date: _____	

Table D

Inspection Report			
Facility Type	Incident	Action Taken	Progress/remarks
Prepared by;	Approved by;		
Date: _____	Date: _____		

Rubrics				
Criteria	4	3	2	1
Content	All identified details/activities are relevant to the identified area/section.	4 identified details/activities are relevant to the identified area/section.	3 identified details/activities are relevant to the identified area/section.	2 identified details/activities are relevant to the identified area/section.
Completeness of details	All requirement of the tables are filled in properly.	1 to 2 requirements of the tables are not filled in properly.	3 to 4 requirements of the tables are not filled in properly.	5 to 6 requirements of the tables are not filled in properly.
Facilitator's Remarks:				



Post-Assessment

Post-Test

I. Multiple Choice.

Directions. Read the following statement carefully, select the letter of the correct answer and write in your activity sheet.

1. An inspection checklist, when used properly, is an assurance that a particular piece of equipment has been inspected.
 - A. Housekeeping Schedule
 - B. Housekeeping Inspection Checklist
 - C. Equipment Maintenance Schedule
 - D. Equipment Maintenance Inspection Checklist
2. Any process used to keep equipment in reliable working order. It may include routine upkeep as well as corrective repair work.
 - A. Housekeeping Schedule
 - B. Housekeeping Inspection Checklist
 - C. Equipment Maintenance Schedule
 - D. Equipment Maintenance Inspection Checklist
3. Schedules that combine everything that set up the working place.
 - A. Housekeeping Schedule
 - B. Housekeeping Inspection Checklist
 - C. Equipment Maintenance Schedule
 - D. Equipment Maintenance Inspection Checklist
4. Inspection Checklist is an aid to guide department or farm managers through inspecting the cleanliness of the working area or farm.
 - A. Housekeeping Schedule
 - B. Housekeeping Inspection Checklist
 - C. Equipment Maintenance Schedule
 - D. Equipment Maintenance Inspection Checklist
5. It is important to keep everything running properly in order to avoid delays in vital agricultural processes.
 - A. Maintenance B. Role of maintenance C. Assets D. Farmers
6. Making sure that farm equipment operates when it's needed.
 - A. Maintenance B. Role of maintenance C. Assets D. Farmers
7. Tractors, Seed drills, Planters, Plows, Manure spreaders, Cultivators and Harvesters
 - A. Maintenance B. Role of maintenance C. Assets D. Farmers
8. In small family-owned farms, all the maintenance may be performed by a single person.
 - A. Maintenance B. Role of maintenance C. Assets D. Farmers
9. Help when conducting an inventory *equipment*.
 - A. Equipment Record with Code and Drawing

- B. Tag-Out Bill
 - C. Waste segregation
 - D. Breakdown maintenance
10. A safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work.
- A. Equipment Record with Code and Drawing
 - B. Tag-Out Bill
 - C. Waste segregation
 - D. Breakdown maintenance
11. The grouping of waste into different categories.
- A. Equipment Record with Code and Drawing
 - B. Tag-Out Bill
 - C. Waste segregation
 - D. Breakdown maintenance
12. Performed on equipment that has broken down and is unusable.
- A. Equipment Record with Code and Drawing
 - B. Tag-Out Bill
 - C. Waste segregation
 - D. Breakdown maintenance
13. A guide for the worker and the manager in procuring the tools/materials needed in certain job requirement.
- A. Work request B. salvage report C. Inspection Report D. Assets
14. An official indication that an equipment has been damaged and is considered a total loss.
- A. Work request B. salvage report C. Inspection Report D. Assets
15. written by a home inspector after a thorough evaluation of the tools/equipment/facilities including the electrical system, plumbing, roof, foundation and other structural features.
- A. Work request B. salvage report C. Inspection Report D. Assets



Additional Activity

Instruction:

Using the different forms used in maintenance, identify site/place at your home or in school where you can apply all the forms presented. You will be given points according to the scoring guide below.

Rubrics				
Criteria	4	3	2	1
Content	All identified details/activities are relevant to the	4 identified details/activities are relevant to the	3 identified details/activities are relevant to the	2 identified details/activities are

	identified area/section.	identified area/section.	identified area/section.	relevant to the identified area/section.
Completeness of details	All requirement of the tables are filled in properly.	1 to 2 requirements of the tables are not filled in properly.	3 to 4 requirements of the tables are not filled in properly.	5 to 6 requirements of the tables are not filled in properly.
Facilitator's Remarks:				



Answer Key

What I Know	Pre-Test	1. O 2. A 3. N 4. B 5. M 6. C 7. L 8. D 9. K 10. E 11. J 12. F 13. I 14. G 15. H
Post-Assessment	Post-Test	1. D 2. C 3. B 4. A 5. A 6. B 7. C 8. D 9. A 10. B 11. C 12. D 13. A 14. B 15. C
What's New	Use rubric	
What's More	Use rubrics	
What I Have Learned	Use rubrics	
What I Can Do	Use rubrics	
Additional Activity	Use rubrics	

References

Technical Education and Skills Development Authority, 2013. East Service Rd, South Super Highway, Taguig City. Training Regulations-Agricultural Crop Production NC II

Technical Education and Skills Development Authority, 2013. East Service Rd, South Super Highway, Taguig City. Training Regulations-CBLM AGRICULTURAL Crop production NC II

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