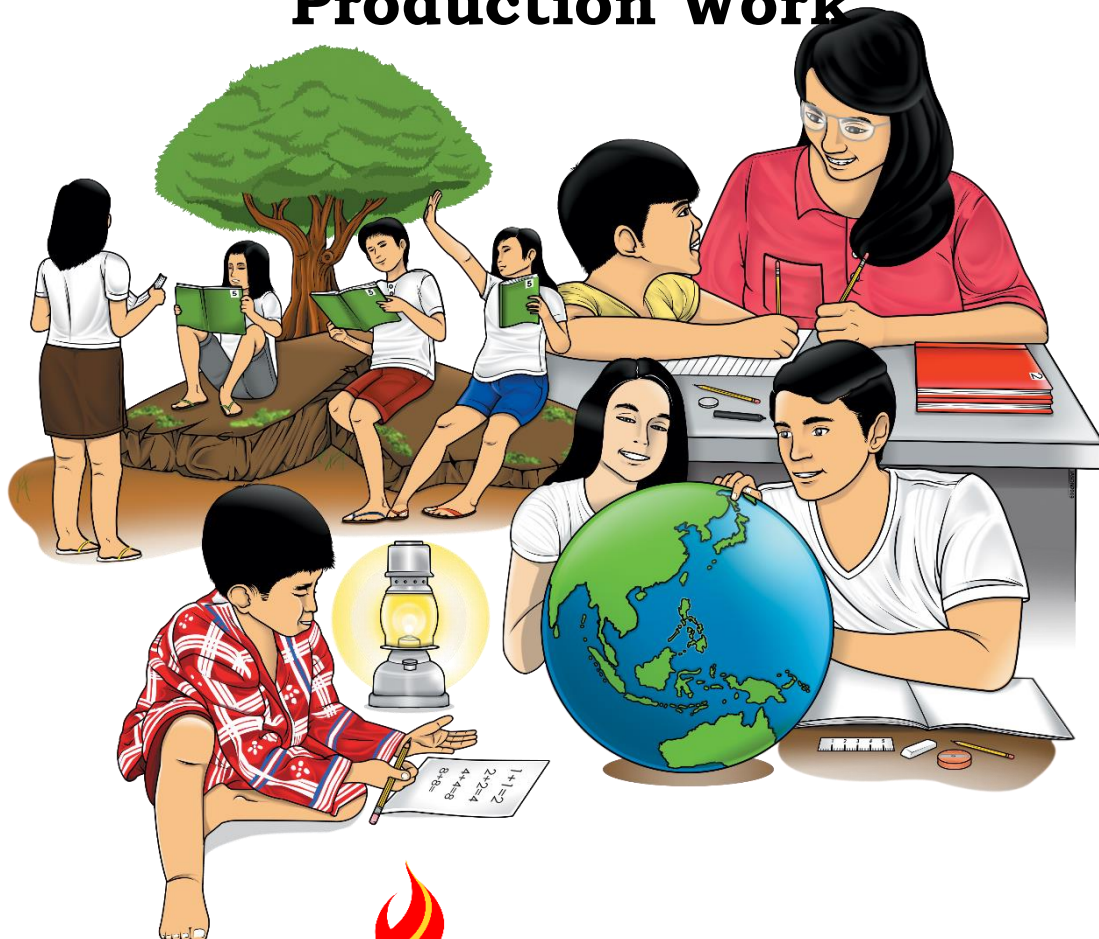


TLE – Agricultural Crop Production

Quarter 1 – Module 1:(Lessons 1 & 2) Preparing Materials, Tools and Equipment for Horticultural Production Work



TLE – Grade 9
Alternative Delivery Mode
Quarter 1 – Module 1, Lessons 1 & 2: Preparing Materials, Tools and Equipment for Horticultural Production Work
First Edition, 2020

Republic Act 8293, section 176 states that: No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.

Borrowed materials (i.e., songs, stories, poems, pictures, photos, brand names, trademarks, etc.) included in this module are owned by their respective copyright holders. Every effort has been exerted to locate and seek permission to use these materials from their respective copyright owners. The publisher and authors do not represent nor claim ownership over them.

Published by the Department of Education
Secretary: Leonor Magtolis Briones
Undersecretary: Diosdado M. San Antonio

Development Team of the Module

Writers: Joseph D. Baes

Editors: Jerry M. Perong, Ma. Perga A. Cadiente, Norviña A. Tubongbanua

Reviewers: Jephone P. Yorong, Alma M. Beton

Illustrator: Edgardo P. Jamilar, Jr

Layout Artist: Peter A. Alavanza

Management Team: Isabelita M. Borres

Eugenio B. Penales

Sonia D. Gonzales

Felix Romy A. Triambulo

Ella Grace Tagupa

Jephone P. Yorong

Printed in the Philippines by _____

Department of Education – Region IX

Office Address: Regional Center, Balintawak, Pagadian City

E-mail Address: region9@deped.gov.ph

TLE – Agricultural Crop Production

**Quarter 1 – Module 1: (Lessons 1 & 2)
Preparing Materials, Tools and
Equipment for Horticultural
Production Work**

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 SLM 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, Note 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 tests. And read the instructions carefully before performing each task.

If you have any 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.



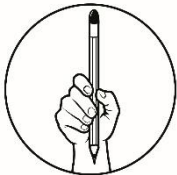
What I Need to Know

This lesson will help you in developing your knowledge and skills in agricultural crop production upon following the instructions and doing the activities on the succeeding pages.

After going through this module, you are expected to:

Lesson 1

- a. Identify the required materials, tools and equipment according to lists provided and/or teacher's/supervisor's instructions



What I Know

Choose the letter of the best answer. Write the chosen letter on your notebook as your answer sheet.

1. What tool is used for loosening the soil around the growing plants and putting small amount of manure fertilizer in the soil?
A. hand trowel
B. hand cultivator
C. hand fork
D. shovel
2. Which of the following functions is the work of light hoe?
A. used for loosening and leveling soil and digging out furrows for planting
B. used for cutting tall grasses and weeds and chopping branches of trees
C. used for breaking hard topsoil and pulverizing soil
D. for hauling water, manure and fertilizers
3. What will you prepare if your task is to till large areas, make furrows and do inter row cultivations in the absence of tractor and disc machines?
A. thresher
B. corn dehusker
C. rotavator
D. native plow
4. What do you need to till large areas and pulverize the soil?
A. thresher
B. corn dehusker
C. rotavator
D. native plow
5. Which farm equipment is needed if you are tilling large area using disc plow and disc harrow?
A. plow
B. four-wheel tractor
C. hand tractor
D. water pump

6. Which of the following purposes is the function of hand fork?
 - A. for hauling water, manure and fertilizers
 - B. used for inter row cultivation
 - C. used for loosening and leveling soil and digging out furrows for planting
 - D. used for cutting tall grasses and weeds and chopping branches of trees

7. What is the purpose of shovel?
 - A. used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil
 - B. used for removing trash or soil, digging canals or ditches and mixing soil
 - C. used for breaking hard topsoil and pulverizing soil
 - D. used for digging canals, breaking hard topsoil and for digging up stones and tree stumps

8. Which of the following is the function of spade?
 - A. used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil
 - B. used for removing trash or soil, digging canals or ditches and mixing soil
 - C. used for breaking hard topsoil and pulverizing soil
 - D. used for digging canals, breaking hard topsoil and for digging up stones and tree stumps

9. Which tool is used for watering seedlings and young plants?
 - A. jar
 - B. water pail
 - C. sprinkler
 - D. scoop

10. Which tool is used for cutting bigger size post?
 - A. knife
 - B. bolo
 - C. saw
 - D. axe

Lesson

1

Identifying Required Materials, Tools and Equipment for Horticultural Production

This module discusses the required materials, tools and equipment according to the lists provided and/or teacher's/supervisor's instructions.



What's In

Based from the exploratory course from grade 7 or 8, complete the sentences below:

1. An implement mounted to a tractor that is used to pulverize the newly plowed soil is a _____.
2. Farm tools are very important in agricultural crop production because they _____.
3. A tool with one end of its blade flattened and the other pointed at right angles to its handle is a _____.

Notes to the Teacher

Accept all possible answers of the students but do not give the answers instead tell them that they will discover if their answers are correct or wrong when they finish this module. When they are done with this lesson, ask the students to check if their answers are correct. You can use this as motivation or challenge for the learners. If you have another activity which you think much applicable for your class, you can use it instead of this.



What's New






Read the information very well and comprehend what you have read.












MATERIALS, TOOLS AND EQUIPMENT IN AGRICULTURAL CROP PRODUCTION




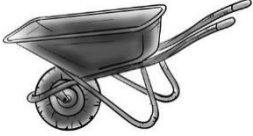

Tools, materials, and equipment play a very important role in agricultural crop production. We cannot do farming activities without these tools and equipment. Their availability makes the work much easier and faster. Each of them has its specialized purpose and function. The work of each tool, material, and equipment varies to the type and kind of task that one will be working in the farm. However, even if one may have the most sophisticated tools and equipment but does not know how to use them, these are just useless. In order to do crop production operations successfully, one must have enough knowledge of all these tools and equipment, their uses and when they will be used.

Tools

These hand tools are usually light and are used without the help of animals or machines. These can be manipulated by hands with no assistance from any energy. These tools can be used only for small agricultural works/ farms/areas like at home, school or community.



<i>Tool</i>	<i>Uses/purposes//functions</i>
	Bolo is used for cutting tall grasses and weeds and chopping branches of trees.
	Pick-mattock is used for digging canals, breaking hard topsoil and for digging up stones and tree stumps.
	Grab-hoe is used for breaking hard topsoil and pulverizing soil.
	Spade is used for removing trash or soil, digging canals or ditches and mixing soil media.
	Grab-hoe is used for breaking hard topsoil and pulverizing soil.

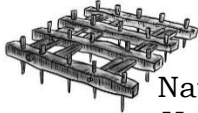

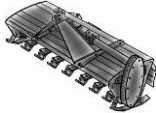
	<p>Spade is used for removing trash or soil, digging canals or ditches and mixing soil media.</p>
	<p>Shovel is used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil media.</p>
	<p>Rake is used for cleaning the ground and leveling the topsoil.</p>
	<p>Spading fork is used for loosening the soil, digging out root crops and turning over the materials in a compost heap.</p>
	<p>Light hoe is used for loosening and leveling soil and digging out furrows for planting.</p>
	<p>Hand trowel is used for loosening the soil around the growing plants and putting small amount of manure fertilizer in the soil.</p>
	<p>Hand cultivator is used for cultivating the garden plot by loosening the soil and removing weeds around the plant.</p>
	<p>Hand fork is used for inter row cultivation.</p>
	<p>Pruning shears is for cutting branches of planting materials and unnecessary branches of plants.</p>
	<p>Axe is for cutting bigger size post.</p>
	<p>Knife is for cutting planting materials and for performing other operations in horticulture</p>

	<p>Sprinklers – for watering seedlings and young plants</p>
	<p>Water pails – for hauling water, manure and fertilizers</p>
	<p>Sprayers are for spraying insecticides, foliar fertilizers, fungicides and herbicides</p>
	<p>Wheelbarrow is used for hauling trash, manures, fertilizers, planting materials and other equipment</p>
	<p>Sickle is a hand-held agricultural tool with a variously curved blade typically used for cutting weeds.</p>

Farm Implements



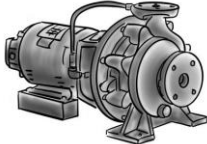
These are accessories which are being pulled by working animals or mounted to machineries (hand tractor, tractor) which are usually used in the preparation of land. These are usually made of a special kind of metal.

Implements	Uses/ purposes/ functions
 <p>Native Plows</p>	<p>1. Plows. These are farm implements either pulled by a working animal or a tractor. The plow is specifically used for tilling large areas, making furrows and inter row cultivation. Plows pulled by working animals are made of either a combination of metal or wood or pure metal. They are used to till areas with a shallower depth than that of the disc plows which are pulled by tractors. The disc plows which are pulled by tractors.</p>
 <p>Disc Plow</p>	



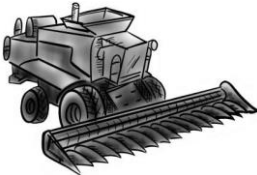

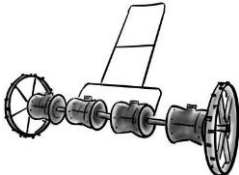
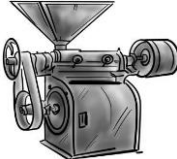
 <p>Native wooden Harrow</p>	<p>2. Harrow. The native wooden harrow is made of wood with a metal teeth and pulled by a carabao while the disc harrow is made of metal mounted to a tractor. Harrows are used for tilling and pulverizing the soil.</p>
 <p>Disc harrow</p>	
	<p>3. Rotavator. The rotavator is an implement mounted to a tractor used for tilling and pulverizing the soil</p>

Common Farm Equipment

These are machineries used in crop production. They are used in land preparation and in transporting farm inputs and products. These equipment need a highly skilled operator to use.

	<p>Hand tractor is used to pull a plow and harrow in preparing a large area of land.</p>
	<p>Four-wheel tractor is used to pull disc plow and disc harrow in preparing much bigger area of land.</p>
	<p>Water pumps are used to draw irrigation water from a source.</p>

Other examples of farm equipment

<p>Tresher</p>	<p>Corn Dehusker</p>	<p>Rice Harvester</p>
		
<p>Grass Cutter</p>	<p>Rice Seeder</p>	<p>Miller</p>
		



What is It

There are several categories or group of tools or materials for crop production. These include

1. **Hand tools-** these are usually light and are used without the help of animals or machines. It can be manipulated by hands and no assistance from any energy. These tools can be used only for small agricultural works, small farms, small gardens or areas like at home, school or in community. Each tool has its own purpose. The proper use of tools must be observed in farming.
2. **Farm Implements-** these are accessories which are being pulled by working animals or mounted to machineries (hand tractor, tractor) which are usually used in the preparation of land. These are usually made of a special kind of metal.
3. **Common Farm Equipment-** these are machineries used in crop production. They are used in huge land preparation and in transporting farm inputs and products. These equipment need a highly skilled operator to use.

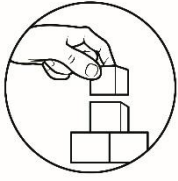
Once you know your tasks or farm job you can right away decide what tools/equipment you are going to prepare considering the type of works and size of area since the specification of task in the farm governs what tools/equipment are needed or to be prepared. An agriculturist should know the proper uses of the tools/equipment.

Familiarizing of tools/equipment and its functions help the farmer to identify and prepare quickly and correctly the tools/equipment needed for a certain farm task.

Examples:

1. Loosening of soil and removing of weeds around the plants needs Hand cultivator and not Hand trowel because hand trowel has different work with the Hand cultivator.
2. Preparation of a bigger land for a certain crop and it requires only a day or two.

In task like this; we need tractor and disc plow. We don't need to prepare native plow because of the area, "bigger land area". Native plow **can't** finish the vast field with in one (1) or two (2) days. How much more the spade and other hand tools?



What's More

Enrichment Activity 1: Read again the information or texts from page ix to xiii and do the activity 1. **Activity 1:** Give at least 3 tools, 3 implements and 3 equipment with their corresponding uses.

Use your notebook as your answer sheet.

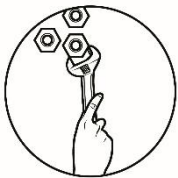
Agricultural Tools & Equipment	Tools 1. _____ 2. _____ 3. _____	Uses 1. _____ 2. _____ 3. _____
	Implements 1. _____ 2. _____ 3. _____	Uses 1. _____ 2. _____ 3. _____
	Equipment 1. _____ 2. _____ 3. _____	Uses 1. _____ 2. _____ 3. _____



What I Have Learned

Complete the idea of each statement by filling the blanks with the correct word or words. Use your notebook as your answer sheet.

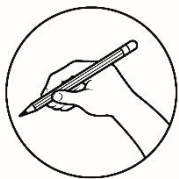
1. _____ are farm implements either pulled by a working animal or a tractor, specifically used for tilling large areas, making furrows or inter row cultivation.
2. The _____ is an implement mounted to a tractor used for tilling and pulverizing the soil.
3. The _____ is made of wood with a metal teeth and pulled by a carabao, it is used for tilling and pulverizing the soil.
4. _____ is used to pull a plow and harrow in preparing a large area of land.
5. **Water pump is an** _____ used to draw irrigation water from a source.
6. **Four wheel tractor** is used to pull disc plow and _____ in preparing much bigger area of land.
7. _____ is used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil media.
8. **Sprinklers** – for watering seedlings and young _____.
9. **Sprayers** are for _____ insecticides, foliar fertilizers, fungicides and herbicides.
10. _____ is used for digging canals, breaking hard topsoil and for digging up stones and tree stumps.



What I Can Do

Let's try if you can apply what you have learned. The left column in the table below gives specific situations or tasks in a farm or garden. At the opposite side write the tools, implements or equipment to be prepared that fits to the tasks given. Use your notebook as your answer sheet.

Tasks	Tools/Implements/Equipment to be Used
1. cutting tall grasses and weeds and chopping branches of trees	
2. breaking hard topsoil and pulverizing soil in home garden	
3. plowing of bigger area of land that requires only few days or hours	
4. hauling trash, manures, fertilizers, planting materials and other equipment	
5. loosening the soil around the growing plants and putting small amount of manure fertilizer in the soil.	
6. tilling and pulverizing the soil in large area using carabao	
7. Cutting weeds or harvesting rice	
8. drawing of water from the source going to the farm	
9. cultivate the garden plot by loosening the soil and removing weeds around the plant.	
10. cutting bigger size of post	

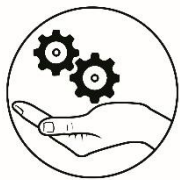


Assessment

Choose the letter of the best answer. Write your chosen letter on your notebook.

- You will prepare _____ if your task is to till large areas, make furrows and do inter row cultivations in the absence of tractor and disc machines.
A. thresher B. corn dehusker C. rotavator D. native plow
- To till large areas and pulverize the soil you need _____.
A. thresher B. corn dehusker C. rotavator D. native plow
- What tool is used for loosening the soil around the growing plants and putting small amount of manure fertilizer in the soil?
A. hand trowel B. hand cultivator C. hand fork D. shovel

4. Which farm equipment is needed if your work is tilling large area using disc plow and disc harrow?
A. plow B. four wheel tractor C. hand tractor D. water pump
5. Which of the following purposes is the function of a hand fork?
A. for hauling water, manure and fertilizers
B. for inter row cultivation
C. for loosening and leveling soil and digging out furrows for planting
D. for cutting tall grasses and weeds and chopping branches of trees
6. What is the purpose of shovel?
A. used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil
B. used for removing trash or soil, digging canals or ditches and mixing soil
C. used for breaking hard topsoil and pulverizing soil
D. used for digging canals, breaking hard topsoil and for digging up stones and tree stumps
7. Which tool is used for watering seedlings and young plants?
A. used in removing trash, digging loose soil, moving soil from one place to another and for mixing soil
B. used for removing trash or soil, digging canals or ditches and mixing soil
C. used for breaking hard topsoil and pulverizing soil
D. used for digging canals, breaking hard topsoil and for digging up stones and tree stumps
8. Which tool is used for watering seedlings and young plants?
A. jar B. water pail C. sprinkler D. scoop
9. Which tool is used for cutting bigger size post?
A. knife B. bolo C. saw D. axe
10. Which of the following functions is the work of light hoe?
A. used for loosening and leveling soil and digging out furrows for planting
B. used for cutting tall grasses and weeds and chopping branches of trees
C. used for breaking hard topsoil and pulverizing soil
D. used for hauling water, manure, and fertilizers



Additional Activities

Journal Writing: In your notebook, write a short reflection about things that you have learned from this lesson or module. (at least one paragraph or two with 25 to 50 words only)



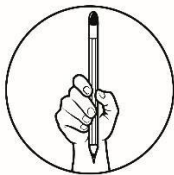
What I Need to Know

This module contains information and suggested learning activities on checking of faults and defects of farm tools, materials, and equipment. Completion of this module will help you better understand the importance of pre-operating procedures in acquiring agricultural tools, materials, and equipment for farm use. Getting of good property and quality of products, identification of faults or defects and reporting of faults are the concerns of this lesson.

After going through this modules, you are expected to:

Lesson 2

- Check farm tools, materials and equipment for faults and defects based on manufacturer's lists and pre-operating procedure



What I Know

Choose the letter of the best answer. Write the chosen letter on your notebook.

1. The three factors to be considered when choosing the right materials, tools, and equipment are selection of materials, testing of materials and _____.
A. cost of materials
B. brand of materials
C. procedure
D. uses of materials
2. The characteristics of the materials, tools, and equipment for farm use are:
A. good quality, reliable, standard, and useful
B. good quality, reliable, suitable for the purpose and low cost
C. price, credibility of the factory, uses and good quality
D. durability, price, brand, and good quality
3. Which of the following characteristics of good materials, tools, and equipment for farm does not belong to the group?
A. good quality
B. reliable
C. manufacturer
D. low cost
4. Which of the following statements is **NOT** true in identifying faults and defects of the materials received during purchase or delivery?
A. Match the packing slip with the items received and ensure that the materials are delivered to the right addressee.
B. That you are receiving the materials indicated on the purchase order as to quantity, discount and quality.
C. That the materials are in acceptable condition.
D. That the item is marked with "no return no exchange".

5. The statement inside the box should be done when _____.

1. Match the packing slip with the items received and ensure that the materials are delivered to your department.
2. That you are receiving the materials indicated on the purchase order as to quantity and discount.
3. That the materials are in acceptable condition.
4. That the terms regarding agreement are met.

- A. receiving the materials, tools, and equipment
 - B. receiving the reports
 - C. returning the merchandise
 - D. making an inventory report
6. Why should log report and assessment of materials, tools, and equipment be done?
- A. to return the materials to the supplier
 - B. to monitor how many materials are already on hand, purchased or damaged
 - C. so that partial payments can be processed
 - D. to ensure that the target materials are met
7. What you will do with the identified defective materials?
- A. report to the supervisor
 - B. keep them in storage area/room
 - C. return the defective materials to the company for replacement
 - D. let the store pay for damage

(for items 8 – 10)

Quality Checker:			Date:
Item Name	Total No. in Good Condition	Total No. of Errors	Comments

8. What kind of form or report is the figure above?
- | | |
|------------------|-------------------------------------|
| A. Log Report | C. Report of Faults |
| B. Damage Report | D. Assessment of Materials Received |
9. In which two parts of the form above can defect and faults be really identified?
- A. Total No. in Good Condition and Total No. of Errors
 - B. Item Name and Total No. in Good Condition
 - C. Total No. of Errors and Comments
 - D. Comments and Item Name
10. Which column reflects faults?
- | | |
|------------------------|--------------------------------|
| A. Comments | C. Total No. in Good Condition |
| B. Total No. of Errors | D. Item Name |

Lesson 2

Checking Farm Tools, Materials and Equipment for Faults and Defects

This lesson specifically tackles in checking farm tools, materials and equipment for faults and defects based on manufacturer's list and pre-operating procedures.



What's In

Classify the following as tools, implements or equipment. Write your answers on your notebook.

- | | | |
|------------------|------------------|-----------------|
| 1. Native plow | 2. Disc plow | 3. Hand tractor |
| 4. Bolo | 5. Wooden Harrow | 6. Disc harrow |
| 7. Spade | 8. Sprayer | 9. Shovel |
| 10. Wheel barrow | 11. Water pump | 12. Thresher |

Tools

Implements

Equipment

Notes to the Teacher

It is very important that the conditions, errors, faults and defects of the farm materials, tools and equipment should be checked during purchase and delivery. Pre-operating Procedures and Standards should be followed.



What's New

Characteristics of Materials, Tools, and Equipment

The student must relate the characteristics of the materials and its qualities. These are the factors that must be taken into consideration when choosing the right materials, tools, and equipment for farm use.

1. Selection of material

Material selection is one of the most common tasks for farming. The ability to assess the material's impact on the performance of the product in the farm is crucial especially farming requires for best and abundant production. Sometimes, buyers are also considering the label or name of the company which are producing great quality of materials and are known in the market.

2. Testing of material

The testing of material properties is widely understood to be the key to obtain success of the farm, failure analysis, and understanding material interactions. Material testing also provides information on the quality of incoming and outgoing products. Inspection test equipment and techniques are demonstrated for a wide range of materials and equipment during the purchase.

3. Cost of material

The cost of material is also considered when buying or selecting materials for a specific project. The amount may vary but never taken for granted the quality and the reliability of the materials/equipment. Will you buy material which is less expensive but worst quality? Will you buy material which you cannot afford? People look for places which can meet their standards and right cost for materials to buy.

Before buying or paying of materials takes place, you should evaluate the material options, conditions, characteristics, and requirements.

Your teacher could add several useful reference manuals and ideas regarding the right selection of tools and materials.

The characteristic of the materials/tools to be used for specific farm project must be:

- ✓ *of good quality*
 - This is the most important factor when choosing materials to buy. Products with good quality are long-lasting and safe to use because you know that it follows certain standards before being commercialized.
- ✓ *Reliable*
 - It means that you can be sure that it will perform its function well, will operate safely and will give the best it could give.
- ✓ *suitable for the application/purposes*
 - Choose the materials which are very necessary to make the project possible. Making a list of products/materials to buy is a good trait of a wise consumer. Products which are not important must be crossed out.

✓ *low cost*

- It doesn't mean that you will choose for the less expensive one and exclude the quality. Low cost means you can afford to buy the materials without hurting your pocket and you are assured of better quality.

Fault Identification and Reporting

These are the things to be considered when:

A. Receiving Materials:

1. Match the packing slip with the items received and ensure that the materials are delivered to the right destination.
2. That you are receiving the materials indicated on the purchase order about quantity and discount.
3. That the materials are in acceptable condition
4. That terms and condition are met

B. Receiving Reports

Whenever goods are received:

1. The person receiving the goods must document, using the prescribed and right forms, that all goods were received for each requisition before any payment can be made to the vendor.
2. Any exception must be noted so that partial payments can be processed or defective goods can be returned.

C. Return of Merchandise

When merchandise is received which is incomplete or defective, the supervisor will return the materials to the supplier or to the store where it was bought and decide with the supplier for replacement.

D. Make an Inventory Report of the Materials

All materials received must be listed and be reported to monitor how many materials are already on hand, purchased or damaged.

Effective management checks are important means of proving assurance of the integrity and security of the benefit processes. They are also useful in identifying farmer's needs.

Here's How/Methodology

The teacher will be the assessor.

The Students will be randomly assigned who:

1. acts as Quality Checker;
2. is responsible for monitoring and coordinating the checking arrangements; and
3. must generate reports when receiving the equipment.

The Quality checker will record the date of receipt, name of the materials purchased, quantity, official receipt number, signature of the person who bought the materials and signed his name afterwards. The Quality checker will identify if the materials are in good condition or damaged and /or needing replacements. This will also be recorded on his report.

Feedback

Once the Quality checker has completed all the reports, the assessor will check if the Quality Checker provides all the data in the report.

Example of Log Report (to be completed by the Quality checker)

Date Received	O. R. #	Item Name	Quantity	Signature	Quality Checker

Example of Assessment of Materials Received (to be completed by the Quality checker)

Quality Checker:			Date:
Item Name	Total No. in Good Condition	Total No. of Errors	Comments



What is It

Checking of faults and defects of farm materials, tools and equipment

Effective management checks are important means of providing assurance of the integrity, security, and productivity of materials and the farm.

Firm checking of the condition of the materials is one of the keys to success in farming. The errors and the defects of the farm materials could not be identified right away if there is no strict checking upon paying and receiving the materials and this will lead the farmers to failure because it's wasting of money and time.

All materials received must be checked, listed and be reported to monitor how many materials are already on hand, purchased or damaged that need replacements.

There are two (2) forms can be used in checking the materials. These are:

- 1. Log Report**
- 2. Assessment of Materials Received**

Example of Log Report *(to be completed by the Quality checker)*

Date Received	O.R. #	Item Name	Quantity	Signature	Quality Checker

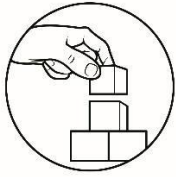
The Quality checker records the date he received the materials under Date Received, OR # of receipt, name of the materials purchased/received, quantity, signature of the person who delivered the materials and signs his name afterwards.

This **Log Report** will help you (quality checker) to document the materials delivered and can be used for future purposes.

Example of Assessment of Materials Received *(to be completed by the Quality checker)*

Quality Checker:			Date:
Item Name	Total No. in Good Condition	Total No. of Errors	Comments

The Quality checker will write his name, the date, and the materials received. He will identify if the materials are in good condition or damaged and /or needing replacements, he will also write the number of the damaged materials. This will also be recorded on his report. This **Assessment of Materials form** will help you and document the faults. And without delay the defected materials will be replaced.



What's More

Match Column A with Column B. Write only the letter on your notebook or your answer sheet.

Column A

- ___ 1. Assessment of the quality of materials before deciding to buy
- ___ 2. To test and inspect the durability and usefulness of the materials/tools
- ___ 3. Refers to the amount of the Materials
- ___ 4. The most important factor when choosing materials to buy
- ___ 5. It means that you can be sure that it will perform its function well, will operate safely and will give the best it could give.
- ___ 6. A form that will help you to document the materials delivered and received.
- ___ 7. A form that will show the condition, faults, and defects of the materials
- ___ 8. The person who prepares the log report and assessment of material form
- ___ 9. The materials are sent back to the suppliers because of damage
- ___ 10. The main reason of returning the defective materials to the suppliers

Column B

- a. replacement
- b. return of the merchandise
- c. quality checker
- d. assessment of the materials
- e. log report
- f. reliability
- g. quality
- h. cost of materials
- i. testing of materials
- j. selection of materials



What I Have Learned

Complete the idea of each statement by filling the blanks with the correct word or words. Use your notebook as your answer sheet.

1. Log Report is for _____

2. Assessment of Material Form is for _____

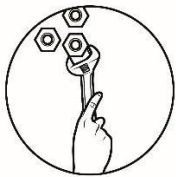
3. The things to be considered when receiving the materials are _____

4. The characteristics of good materials are _____

5. To identify the faults of the materials is _____

6. The parts of the Log Report to be filled up are _____

7. To make or prepare the assessment of material form is _____



What I Can Do

You are assigned to be the Quality checker for the Month of June. Make a Log Report, and Assessment Report using the following data below. Make sure you will record all the items listed and if they are in good condition or not. Write your answer on your notebook.

1. -June 9, 2020
 -5 shovels, 2 spades
 -Received from Jun Salcedo (Agricultural Supplies), OR #20256
 -Found out that 2 shovels are defective and need replacement
2. -June 15, 2020
 -2-wheel barrows from AD Shop, OR # 5623
3. -June 20, 2008
 -10 trowels, 10 hand forks, 2 sickles
 -Received from Allan Rivera (Octagon), OR#12544
 -3 defective trowels need replacement
4. -June 28, 2020
 -2 rotavator, 2 disc harrow, 1 disc plow
 -Received from Jun Salcedo (Agricultural supplies), OR#20400



Assessment

Choose the letter of the best answer. Write the chosen letter on your notebook.

- The characteristics of the materials, tools, and equipment for farm use are:
 - good quality, reliable, standard, and useful
 - good quality, reliable, suitable for the purpose and low cost
 - price, credibility of the factory, uses and good quality
 - durability, price, brand and good quality
- The three factors to be considered when choosing the right material, tools and equipment are selection of materials, testing of materials and _____.
 - cost of materials
 - brand of materials
 - producer
 - uses materials
- Which of the following characteristics of good materials, tools, and equipment for farm does **NOT** belong to the group?
 - good quality
 - reliable
 - manufacturer
 - low cost
- Which of the following statement is **not true** in identifying faults and defects of the materials you received during purchase or delivery?
 - Match the packing slip with the items received and ensure that the materials are delivered to the right addressee.
 - That you are receiving the materials indicated on the purchase order about quantity, discount, and quality.
 - That the materials are in acceptable condition.
 - That the item is marked with “no return no exchange”.
- The statements inside the box below must be done when _____.
 - receiving the materials, tools, and equipment
 - receiving reports
 - returning the merchandise
 - making an inventory report

- | |
|--|
| <ol style="list-style-type: none">Match the packing slip to the items received and ensure that the materials are destined to your department.That you are receiving the materials indicated on the purchase order about quantity and discountThat the materials are in acceptable conditionThat terms regarding agreement are met |
|--|

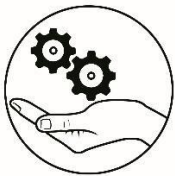
- Why should Log Report and assessment of materials, tools, and equipment be done?
 - to return the materials to the supplier
 - to monitor how many materials are already on hand, purchased or damaged
 - so that partial payments can be processed
 - to ensure that the target materials are met

7. What you will do with the identified defective materials?
- A. report to the supervisor
 - B. keep it in storage area/room
 - C. return the defective materials to the company for replacement
 - D. let the store pay for damage

(for item 8 – 10)

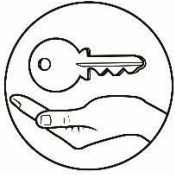
Quality Checker:			Date:
Item Name	Total No. in Good Condition	Total No. of Errors	Comments

8. What kind of form or report is the figure above?
- A. Log Report
 - B. Damage Report
 - C. Report of Faults
 - D. Assessment of Materials Received
9. Which column reflects faults?
- A. Comments
 - B. Total No. of Errors
 - C. Total No. in Good Condition
 - D. Item Name
10. What are the two parts of the form above that reflect defects and faults?
- A. Total No. in Good Condition and Total No. of Errors
 - B. Item Name and Total No. in Good Condition
 - C. Total No. of Errors and Comments
 - D. Comments and Item Name



Additional Activities

Journal Writing: In your notebook, write a short reflection about things that you have learned from this lesson or module. (at least one paragraph or two with 25 to 50 words only)



Answer Key

What I Know

1. A
2. A
3. D
4. C
5. B
6. B
7. A
8. B
9. C
10. D

What I Have Learned

1. plows
2. rotator
3. native wooden arrow
4. hand tractor
5. equipment
6. disc harrow
7. shovel
8. plants
9. spraying
10. pick mattock

What Can I Do

1. Bolo
2. Grab-hoe
3. Four wheel tractor
- and disc plow
4. Wheel barrow
5. Hand trowel
6. Native wooden harrow
7. Sickle
8. Water pump
9. Garden trowel
10. Axe

Assessment

1. D
2. C
3. B
4. B
5. B
6. A
7. B
8. C
9. D
10. A

What I Know

1. A
2. B
3. C
4. D
5. A
6. B
7. C
8. D
9. A
10. B

What's More

1. j
2. i
3. h
4. g
5. f
6. e
7. d
8. c
9. b
10. a

Assessment

1. B
2. A
3. C
4. D
5. A
6. B
7. C
8. D
9. B
10. A

References

1. https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/-sector/documents/normativeinstrument/wcms_161135.pdf
2. <https://www.cmac.com.au/blog/ways-improve-nursery-workplace-safety-equipment-handling>
3. <https://www.extension.purdue.edu/extmedia/PPP/PPP-90.pdf>
4. https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/-sector/documents/normativeinstrument/wcms_161135.pdf
5. <https://www.cmac.com.au/blog/ways-improve-nursery-workplace-safety-equipment-handling>
6. <https://www.extension.purdue.edu/extmedia/PPP/PPP-90.pdf>

For inquiries or feedback, please write or call:

Department of Education - Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex

Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: blr.lrqad@deped.gov.ph * blr.lrpd@deped.gov.ph