

DEPT. OF LABOR & EMPLOYMENT
MANILA
U.S.A.

Republic Of The Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Manila

DEPARTMENT ORDER NO. 1
(Series of 2001)

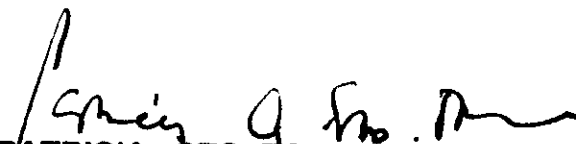
EXPANSION OF LEARNABLE TRADES

Pursuant to Articles 60 of PD 442, as amended by Executive Order No. 111 promulgated on December 24 1986; and the provisions of RA 7796, also known as TESDA Act of 1994, Rule II, Section 4 of the Implementing Rules and Regulations, and upon this recommendations of the Technical Education and Skills Development Authority (TESDA), Office of Apprenticeship (OA) the trade stated below with its corresponding work process and training hours is hereby approved as learnable and hereafter be made the subject of learnership by firms desiring to organize an appropriate program.

<u>PSOC CODE</u>	<u>Trade/Occupation</u>	<u>Sector</u>	<u>Classification</u>
8290	Pharmaceutical End-Line Production Worker	Health Sector	Learnable Trade

Attached is an updated list of approved learnable trades.

These trades/occupations shall be subject to continuing review and evaluation. Henceforth, their implementation in various companies/establishments shall therefore be closely monitored by the Regional Offices of TESDA.


PATRICIA . STO. TOMAS
Secretary, DOLE

12 March 2001

DISSEMINATED BY AS RECORDS SECTION ON 3-19 2001

LIST OF LEARNABLE TRADES

TRADES	HOURS
1. Abaca Bag Maker	600
2. Accounting Clerk	600
3. Aircraft Cleaner	600
4. Armoring Machine Operator	600
5. Beaming Machine Operator	600
6. Bicycle Maintenance Repairman	600
7. Bijon Maker	600
8. Braider Machine Operator	600
9. Brush Maker (Paint Brush)	600
10. Building Maintenance Worker (Janitorial)	600
11. Candle Maker	580
12. Cargo Handler	600
13. Cashier (Cash Desk)	600
14. Caster	550
15. Chopstick Manufacturer (Wood)	600
16. Cigar Maker (Hand)	600
17. Clay Plover Maker	550
18. Clerk (Payroll and Timekeeping)	600
19. Clicker Machine Operator	600
20. Cloth Mender	600
21. Computer Assembler	600
22. Counter Sales Clerk (Drug Store)	600
23. Executive Secretary	600
24. Foam Manufacturing Worker	600
25. General Clerk	600
26. Glazer	550
27. Hollowblock Maker	600
28. Hook and Line Assembler	600
29. Kitchen Dispatcher	580
30. Launderer/Laundry Service/Washing Operator	568
31. Machine Operator (Aluminum)	960
32. Message Handling Specialist	576
33. Office Clerk (General)	600
34. Office Secretary	600
35. Paper Conversion Machine Operator	600
36. Paper Pancher Maker	600
37. Personnel Clerk	590
38. Pharmaceutical End-line Production Worker	600
39. Picker Maker	600
40. Pipe Forming Machine Operator	600
41. Planer Machine Operator	600
42. Plastic Sheet Recycling Worker	600
43. Prawn Processor	600
44. Ramp Handler	600

TRADES	HOURS
45. Ramp Handler	600
46. Rubber Moulder	590
47. Salesman / Saleslady/Salesgirl	600
48. Sewing Machine Operator	600
48. Shellcraft Worker	600
50. Sponger	550
51. Staple Wire Machine Operator	600
52. Station Loader	600
53. Steel Forming Machine Operator	600
54. Stock Records Clerk/Stock Clerk	590
55. Stuffed Toy Maker	600
56. Swine Raiser	600
57. Switch Assembler	600
58. Telephone Switchboard Operator	600
59. Waiter (General)	580
60. Waybill Clerk	600

PROGRAM PACKAGE FOR



**PHARMACEUTICAL END
PRODUCTION WORK**

**Office of Apprenticeship
Systems Development & Networking Division**

Pharmaceutical End-Line Production Worker

JOB DESCRIPTION

A Pharmaceutical End-Line Production Worker packs pharmaceutical and cosmetic products by hand or machine in cartons, bottles, blistering materials and other containers for shipment or storage; assembles and arranges corrugated boxes and crates and sticks or inserts label on the packed products.

In particular, the Pharmaceutical End-Line Production Worker:

- **Prepares packaging materials/bulk products/instrument**
- **Packages bottled medicines**
- **Packages blistered products**
- **Maintains cleanliness of assigned work area, tools and equipment**
- **Accomplishes work documents**

May clean the work area before packing.

May record information of articles packed.

1992 PSOC CODE 8290 – Other Machine Operators and Assemblers

Workers in this unit group operates and monitor machine which pack, label and if needed, add revenue stamps to products, packages and containers or assemble according to strictly laid down

procedures, products whose component parts are made of a wide range of materials.

Their tasks include:

- ◆ **Operating and monitoring machines which wrap and pack various products including liquid ones for storage or shipment**
- ◆ **Operating and monitoring machines which by gluing or other methods, label products, packages and various containers, or add revenue stamps**
- ◆ **Assembling according to strictly laid down procedures, products whose component parts are made of a very wide range of materials:**

Example of the occupation classified are:

- ◆ **Assembler, composite products**
- ◆ **Machine-operator, labelling**
- ◆ **Machine-operator, packaging**

A related occupation classified elsewhere is "PACKER"

**PHARMACEUTICAL END-LINE
PRODUCTION WORKER
COURSE OUTLINE**

TOPIC	NO. OF HOURS
A. Knowledge Requirements	240
I. Safety Precautions	16
1. Classification of Pharmaceutical and Cosmetic Packaging Materials	16
1.1 Plastic and Glass Bottles 1.2 Blistering Material 1.3 Corrugated Boxes 1.4 Trade Boxes	
2. Packaging Techniques	16
2.1 Bottled 2.2 Blistered 2.3 Boxed on Trade Boxes	
3. Quality Control	32
3.1 Visual Inspection 3.2 Weighing	
4. Basic Mathematics	32
4.1 Four Fundamental Mathematical Operation 4.2 Mensuration	
5. Operation and Calibration of Tools/Eqpt/Instrument	64
5.1 Calibration of Weighing Instrument 5.2 Operation of Bottle Blower 5.3 Operation of Delocking Machine 5.4 Oper 5.5 ation of Packaging Tape Dispenser, Cutter and Allen Wrench	

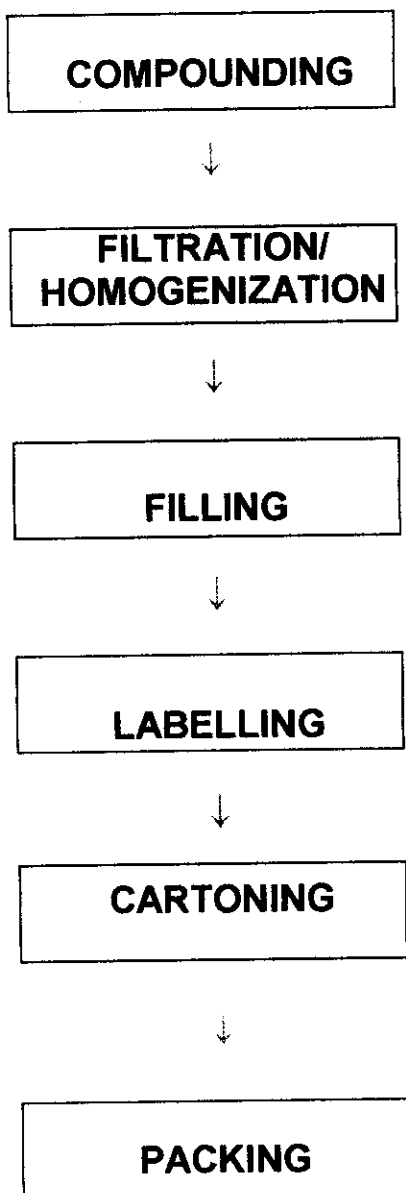
TOPIC	NO. OF HOURS
6. Instruments/Tools/Materials Specification and uses	64
6.1 Weighing Scale	
6.2 Allen Wrench	
6.3 Packaging Tape Dispenser	
6.4 Cutter	
6.5 Manual Delocking Machine	
7. Communication	32
71. Accomplishing work documents	
72. Forms	
B. SKILLS REQUIREMENTS	360
1. Preparing/packaging materials/bulk products/instrument	100
2. Packaging bottled medicine	60
3. Packaging blistered products	60
4. Maintaining cleanliness of assigned work area/tools/instrument	80
5. Accomplishing work documents	60
TOTAL	600

LIST OF INSTRUMENTS/TOOLS/MATERIALS

- 1. Weighing Scale**
- 2. Allen Wrench**
- 3. Packaging Tape Dispenser**
- 4. Sealing Tape Dispenser**
- 5. Cutter**
- 6. Manual Delocking Machine**

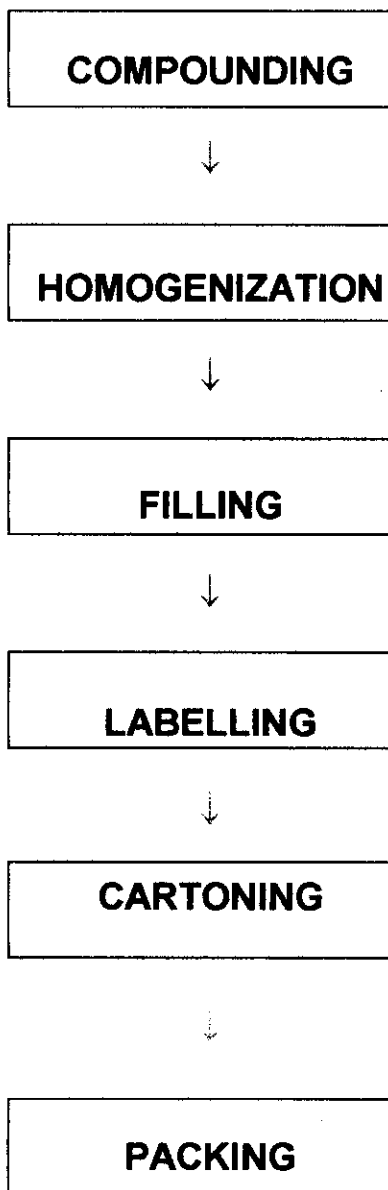
DESCRIPTION OF PROCESS FLOW IN THE WORK AREA:

A. Liquid Preparation



DESCRIPTION OF PROCESS FLOW IN THE WORK AREA:

B. Cream and Ointment Preparation



C. BLISTER PACKAGING

BLISTERING



CARTONING



PACKING

D. STRIP PACKAGING

STRIPPING

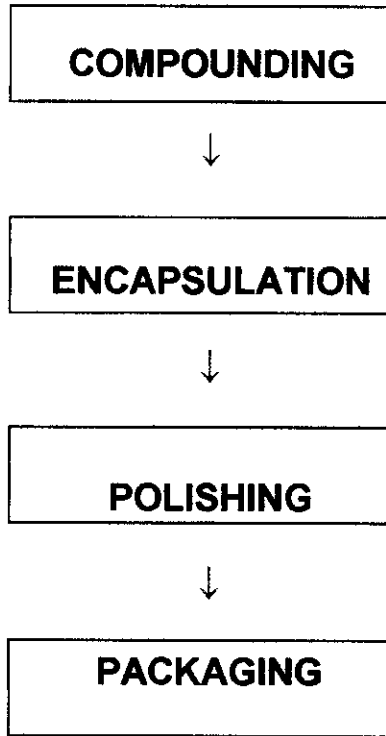


CARTONING



PACKING

E. ENCAPSULATION



F. ENCAPSULATION

