K to 12 BASIC EDUCATION CURRICULUM
JUNIOR HIGH SCHOOL TECHNOLOGY AND LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL LIVELIHOOD TRACK
HOME ECONOMICS – TRAVEL SERVICES

These are the list of specializations and their pre-requisites.

		Specialization	Number of Hours	Pre-requisite
1.	AGRI-FISHERY ARTS	Animal Production (NC II)	480 hours	
2.		Aquaculture (NC II)	320 hours	
3.		Artificial Insemination (Ruminants) (NC II)	160 hours	Animal Production
4.		Artificial Insemination (Swine) (NC II)	160 hours	Animal Production
5.		Crop Production (NC I)	320 hours	
6.		Fish Nursery Operation (NC II)	160 hours	
7.		Fish or Shrimp Grow Out Operation (Non NC)	160 hours	Aquaculture
8.		Fish Wharf Operation (NC I)	160 hours	Fish or Shrimp Grow Out Operation
9.		Food (Fish) Processing (NC II)	640 hours	
10.		Horticulture (NC II)	640 hours	
11.		Landscape Installation and Maintenance (NC II)	320 hours	Crop Production
12.		Organic Agriculture (NC II)	320 hours	Crop Production
13.		Pest Management (NC II)	320 hours	Crop Production
14.		Rice Machinery Operation (NC II)	320 hours	Crop Production
15.		Slaughtering Operation (NC II)	160 hours	Animal Production
1.	HOME ECONOMICS	Beauty/Nail Care (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
2.		Attractions and Theme Parks (NC II)	160 hours	
3.		Bread and Pastry Production (NC II)	160 hours	
4.		Caregiving (NC II)	640 hours	40 hours of the subject during exploratory Grade 7/8
5.		Cookery (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
6.		Dressmaking (NC II)	320 hours	
7.		Food and Beverage Services (NC II)	160 hours	
8.		Front Office Services (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
9.		Hairdressing (NC II)	320 hours	
10.		Handicraft (Basketry, Macrame) (Non-NC)	160 hours	
11.		Handicraft (Fashion Accessories, Paper Craft) (Non-NC)	160 hours	
12.		Handicraft (Needlecraft) (Non-NC)	160 hours	
13.		Handicraft (Woodcraft, Leathercraft) (Non-NC)	160 hours	
14.		Household Services (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
15.		Housekeeping (NC II)	160 hours	
16.		Tailoring (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
17.		Tour Guiding Services (NC II)	160 hours	
18.		Tourism Promotion Services (NC II)	160 hours	
19.		Travel Services (NC II)	160 hours	
20.		Wellness Massage (NC II)	160 hours	

		Specialization	Number of Hours	Pre-requisite
1.	ICT	Computer Hardware Servicing (NC II)	320 hours	
2.		Animation (NC II)	320 hours	
3.		Computer Programming (NC IV)	320 hours	
4.		Contact Center Services (NC II)	320 hours	
5.		Illustration (NC II)	320 hours	
6.		Medical Transcription (NC II)	320 hours	
7.		Technical Drafting (NC II)	320 hours	
1.	INDUSTRIAL ARTS	Automotive Servicing (NC I)	640 hours	
2.		Carpentry (NC II)	640 hours	
3.		Consumer Electronics Servicing (NC II)	640 hours	
4.		Electrical Installation and Maintenance (NC II)	640 hours	
5.		Masonry (NC II)	320 hours	
6.		Plumbing (NC I)	320 hours	
7.		Plumbing (NC II)	320 hours	Plumbing (NC I)
8.		Refrigeration and Airconditioning Servicing (NC II)	640 hours	
9.		Shielded Metal Arc Welding (NC I)	320 hours	
10.		Shielded Metal Arc Welding (NC II)	320 hours	Shielded Metal Arc Welding (NC I)
11.		Tile Setting (NC II)	320 hours	

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JUNIOR HIGH SCHOOL TECHNOLOGY AND LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL LIVELIHOOD TRACK
HOME ECONOMICS – TRAVEL SERVICES
(160 hours)

Course Description:

This curriculum guide on **TRAVEL SERVICES** leads to National Certificate Level II (NC II). This course is designed for a high school student to enhance the knowledge, skills, and attitudes of a learner in tour servicing in accordance with industry standards. It covers specialized competencies such as: book travel-related reservation, administering billing and settlement plan, and issuing air sea land tickets and multipurpose documents.

Course Prerequisites:

The student/enrollee of this course must possess the following:
1. Excellent communication skills *(must be proficient in the Native Language/s; Filipino, English, and/or Foreign language/s)*
2. Computer literacy
3. Good visual impact and pleasing personality
4. Perfect vision (20/20) or with contact lenses but not beyond (20/30)

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Introduction 1. Key concepts in Travel Services (TS) 2. Relevance of the course 3. Career opportunities	The learners demonstrate an understanding of concepts and theories in TS.	The learners independently demonstrate core competencies in TS as prescribed in the TESDA Training Regulation.	*The learners*: 1. explain concepts in TS 2. discuss the relevance of the course 3. explore opportunities for a career in TS	
QUARTER 1 **Lesson 1 – The Philippine Tourism Industry (PT)**				

A. The government sector
   1. Department of Tourism (DOT)
     a. Internal Services
     b. Tourism Promotions
     c. Tourism promotions & RO
     d. Planning, Product Development & Coordination
   2. The Philippine Convention and Visitors Corporation (PCVC)
   3. The Philippine Tourism Authority
     a. Vision
	The learners demonstrate an understanding of the role of the Philippine tourism industry.	The learners graphically show how the Philippine tourism industry operates.	**LO 1. Understand totally the Philippine tourism industry**
			 1.1 explain the role of the National Tourism Office, its attached agencies, and the local government unit (LGU) in the tourism industry
			 1.2 define the role of the various sub-sectors of the private sectors that comprise the tourism industry
			 1.3 identify specific entities in the private sector and explain their specific function in the tourism industry
				TLE_HETS9-12PT-Ia-e-1

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
b. Mission				
c. Functions				
4. Senate Bill 1725				
a. The local government units (LGUs)				
b. Other national government units				
B. The Private Sector				
1. The transportation industry				
a. Air				
b. Land				
c. Sea				
i. Shipping				
ii. Cruises				
2. Oil companies				
3. Lodging industry				
4. Food and beverage industry				
5. The attractions and activities industry				
a. Attractions Industry				
b. Activities (recreation & entertainment) Industry				
6. The travel trade				
7. The other private sector entities				
a. Publishing companies				
b. ITC service providers				
c. marketing and public relations organizations				
d. Event organizers				
e. Miscellaneous Services				
8. Education and training				

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Institutions				
LESSON 2 - Travel Management Companies and Travel Agencies (TM)				

A. Different kinds of travel agencies
  1. Traditional way
  2. New way
B. Functions of Travel Management Company (TMC)/Travel Agency
  3. Provide information and expertise
  4. Recommend destinations, products, and services best suited to the needs of the client
  5. Provide assistance in securing travel documents
  6. Process travel arrangements
  7. Assist in case of refunds and cancellations
C. Sales Revenue of a TMC
D. Characteristic of a TMC
E. Organizational structure, departmental functions, and Job descriptions
  1. Administration
    a. General administration section
    b. Personnel section
    c. Accounting section
    d. Finance section
  2. Operation
  3. Marketing and sales
    a. Setting up a TMC/TA
  4. Small-size TMC/TA
	The learners demonstrate an understanding of operating a travel business.	The learners independently operate a travel business.	**LO 2. Describe the travel management companies and travel agencies**
			2.1 differentiate the traditional "rate-minus" from the evolving "cost-plus" concepts
			2.2 explain the five basic functions of Travel Management Company (TMC)/travel agency
			2.3 explain the departmental functions of a TMC/travel agency
			2.4 understand the duties and responsibilities of the various designations in a TMC/travel agency
			2.5 enumerate the various requirements to set up a TMC/travel agency
			2.6 explain the difference between an LGU license and a DOT accreditation
				TLE_HETS9-12TM-If-j-2

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
5. Medium-sized TMC/TA 6. Large-size TMC/TA a. LGU and DOT				
QUARTER 2 **LESSON 3 – Markets and Destinations (MD)**				

A. Markets
  1. Leisure travel motivations
    a. Physical
    b. Cultural
    c. Interpersonal
    d. Status and Prestige
  2. Leisure travel de-motivations
    a. Cost of travel
    b. Lack of time
    c. Health
    d. Family stage
    e. Lack of interest
    f. Fear and safety
  3. Other factors that influence travel
    a. Age
    b. Gender
    c. Education
      i. Market variables
    d. Socioeconomic
    e. Product related
    f. Geographic
      i. Types of tourism
    g. Historical
    h. Cultural
    i. Religious
    j. Adventure
    k. Environmental or Eco-tourism
    l. Culinary
    m. Medical
	The learners demonstrate an understanding of the market and destination in travel services.	The learners independently recognize and identify the appropriate market and destination in travel services appropriate to travelers' needs, motives, and aspirations.	**LO 3. Identify the markets and destinations**
			3.1 explain why people travel and the needs, motives, and aspirations of travelers
			3.2 explain the difference between leisure travelers and business travelers
			3.3 know how to interpret a map and apply the principles of geography
			3.4 know the International Air Transportation Association (IATA)areas
			3.5 locate countries and cities and describe their tourist attractions
			3.6 know Philippine national regions and their provinces
			3.7 locate the major Philippines cities and describe their tourist attractions
			3.8 know the criteria for assessing destinations' traits and attractions
			3.9 apply the criteria to assess a specific destination's traits and attractions
			3.10 match the travelers' motivations with destination's traits and attractions both locally and internationally
				TLE_HETS9-12MD-IIa-e-3

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE

n. Recreational
4. Corporate travel or business travel
5. Destinations
    a. Natural attractions
    b. Cultural attractions
    c. Recreational facilities
    d. Religious gatherings and festivals
    e. Destination assessment
       i. Transportation
      ii. Facilities
     iii. Infrastructure
     iv. Attractions
      v. Hospitality resources
6. Matching markets with destinations
    a. Domestic traveler
    b. Budget traveler
    c. Regular traveler
7. High-end traveler
8. Destination evaluation
9. Accessibility
10. Comfort and convenience
11. Education and entertainment
12. Service, safety and security
13. The good match
B. Maps and Map Reading
1. Definitions
2. Principles of geography and terms
3. World Tourism Geography
    a. Area I – The				

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE

Americans
  b. Area II – Europe, Middle East and Africa
  c. Area III – Asia and Pacific (Oceania)				

LESSON 4 – The Internet and E-Travel Commerce (ET)				

A. Internet in travel agency
  1. The Internet-cyberspace
  2. Demand-side
  3. Travel web portals
  4. Expedia Inc.
  5. Supply-side
B. Computerized Reservation System (CRS) to global Distribution Systems (GDS)
C. Conversions
D. Amadeus Information system
E. Online help
F. Travel information system
G. Other services information
H. Special Service requests
  1. Advance Passenger Information System (APIS)
I. Advance seat request
  1. Seat wish
J. Rebooking flights, classes, and dates
	The learners demonstrate an understanding of operating the Internet and computerized E-travel commerce.	The learners independently operate the Internet and computerized E-travel commerce.	**LO 4. Practice the Internet and E-travel commerce**
			4.1 understand the true impact of the Internet in the travel industry
			4.2 appreciate the contribution of technology to the growth and maturity of the travel business
			4.3 describe the different applications of the Internet in the travel business
			4.4 identify the advantages and disadvantages of the Internet to consumers and to travel agents
			4.5 explain the need of travel agencies to evolve and become travel management companies
				TLE_HETS9-12ET-IIf-j-4

QUARTER 3 **LESSON 5 – The Travel Management Cycle (MC)**				

A. Counter counseling
  1. Flight itinerary planning
  2. Crisscrossing
  3. Backtracking
    a. Basic procedures in flight itinerary planning
	The learners demonstrate an understanding of procedures in travel management.	The learners independently plan individual and group travels.	**LO 5. Explain the travel management cycle**
			5.1 describe the functions involved in managing travel arrangements for leisure travel
			5.2 plan a flight itinerary using a map or a flight planner
				TLE_HETS9-12MC-IIIa-e-5

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE

4. Two city hubs
5. Three city hubs
   a. 24-hour time and time zones
   b. Booking card for travel
6. Reservations and Confirmations
7. Flight reservations
   a. Manual
   b. Electronic
   c. Automated
   d. Amadeus Automated Reservation System
B. Availability display
C. Timetable display
D. Flight information
E. Airline access levels
F. Amadeus Passenger Name Record (PNR)
G. Segment Element
H. Name element
I. Contact element
J. Received from element
K. Ticketing element
L. End transactions
  1. Other reservations
   a. Accommodations establishments
   b. Sightseeing tours and Tour Packages
   c. Cruises
   d. Restaurant and other Entertainment establishments
  2. Fare calculation
  3. Headline/sideline cities
  4. Fares
  5. Fare type
			5.3 place manual or automated reservations with the airlines and the hotels
			5.4 understand the rules and principles of airfare calculation
			5.5 accomplish a Booking Card for travel, a Tour Voucher/ Exchange Order and a Purchase Order
			5.6 write and read an Airline Paper and e-tickets
			5.7 identify and explain the types of travel documentation	

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE

6. Carrier code
7. MPM
8. Global indicator
9. Rule
10. NUC
11. Local currency
12. Route reference
   a. International fare display
   b. Booking codes
   c. Airline ticketing
13. Paper tickets
14. Electronic air tickets
   a. Printing tickets
15. Advantages
16. Disadvantages
M. Documentation
   a. NSO
   b. DFA
   c. Bureau of immigration				

LESSON 6 – Corporate Travel Management (CT)				

Value of corporate travel or business travel
  1. Financial controls
  2. Policy adherence
  3. Safety and efficiency
    i. Types of Corporate Travelers
  4. Businesspersons
  5. Corporate executives
  6. Corporate of supervisors/rank-and-file
  7. Mariners
  8. Land-based overseas workers
  9. Government officials and employees
    a. Meetings, Incentives,
	The learners demonstrate an understanding of corporate travel management.	The learners independently practice/perform corporate travel management.
		
		The learners effectively manage corporate travel on his /her own.
			LO 6. Practice Corporate Travel Management
			
			6.1 explain the value of Corporate Travel Management
			6.2 differentiate the types of corporate travelers
			6.3 describe MICE's, marine travel's, and land-based overseas workers' characteristics
			6.4 describe the phases involved in corporate travel management
			6.5 differentiate the "rate-minus" to "cost-plus" concepts
			6.6 describe the corporate usage of intranets and extranets
				TLE_HETS9-12CT-IIIf-j-6

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Conventions, and Exhibition (MICE) 10. Definitions and classifications 11. The bidding process 12. Managing business travel 13. Evaluation and assessment of travel requirements 14. Identifying negotiation of contacting vendors 15. Developing (or revising) corporate travel policies, procedures, and budget 16. Implementing travel policies and procedures 17. Managing corporate travel operations 18. Reporting and analyzing performance a. Intranets and extranets in the world of corporate travel			6.7 prepare and evaluate a proposal or bid for a corporate travel account	
QUARTER 4 **Lesson 7 – Tour and Travel Products (TP)**				

A. EURAIL
  1. Eurail global pass
  2. Eurail select pass
  3. Eurail national pass
B. Useful Information
  1. Day trains
  2. Night trains
  3. Tickets
C. Car rentals
D. Domestic maritime products
E. International luxury cruises
F. Accommodations/lodging establishments
	The learners demonstrate an understanding of useful information on travel and tour products.	The learners correctly describe tour and travel products.	**LO 7. Describe tour and travel products**
			7.1 explain why travel agents in the Philippines have products and services other than the sale of air passage and the processing of travel documents
			7.2 describe other products and services of the TMC/travel agent
			7.3 identify the various products of international cruise companies and maritime products offered
				TLE_HETS9-12TP-IVa-e-7

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
G. Sightseeing tours and tour packages H. Ad Hoc Group Travel arrangements I. Insurance/assist cards J. Miscellaneous			by domestic shipping lines in the Philippines	
Lesson 8 – Travel and Tour Accounting Documents and Billing Settlement Plan (TD)				

A. Travel agency accounting documents
  1. Walk-in clients to TMC/TA
  2. Corporate client
  3. TMC/TA to Suppliers
  4. For International Air Transport Association (IATA) ticketing
  5. For non-IATA ticketing
  6. Direct ticketing to non-IATA airlines
  7. For services other than tickets-except for tour packages
B. Tour operation accounting documents
  1. Tour voucher
  2. With credit arrangements
  3. With no credit arrangements
  4. Billing Settlement plan for (BSP)-IATA
  5. IATA and the BSP
	The learners demonstrate an understanding of processing accounting documents and billing statements to client	The learners independently process accounting documents and billing statement to client.
		
		The learners independently develop travel and tour accounting documents and billing statement plan
			LO 8. Develop and practice travel and tour accounting documents and Billing Settlement Plan
			8.1 understand the importance of issuing travel and tour documents correctly
			8.2 describe the sequential flow of travel and tour documents from the issuer to the intermediary to the service provider
			8.3 explain the distribution of the different copies of the various travel and tour documents
			8.4 understand the procedures for airline ticket payment though the banking system
				TLE_HETS9-12TD-IVf-j-8

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HOME ECONOMICS – TRAVEL SERVICES

GLOSSARY

Sample: TLE_HETS9-12PT-Ia-e-1

LEGEND		SAMPLE	
First Entry	Learning Area and Strand/ Subject or Specialization	Technology and Livelihood Education_Home Economics Travel Services	**TLE_HE TS 9-12**
	Grade Level	Grade 9/10/11/12	
Uppercase Letter/s	Domain/Content/ Component/ Topic	The Philippine Tourism Industry	**PT**
			-
Roman Numeral *Zero if no specific quarter*	Quarter	First Quarter	**I**
Lowercase Letter/s *Put a hyphen (-) in between letters to indicate more than a specific week*	Week	Week One to Five	**a-e**
			-
Arabic Number	Competency	Understand totally the Philippine tourism industry	**1**

DOMAIN/ COMPONENT	CODE
The Philippine Tourism Industry	PT
Travel Management Companies and Travel Agencies	TM
Markets and Destinations	MD
The Internet and E-Travel Commerce	ET
The Travel Management Cycle	MC
Corporate Travel Management	CT
Tour and Travel Products	TP
Travel and Tour Accounting Documents and Billing Settlement Plan	TD

Technology-Livelihood Education and Technical-Vocational Track specializations may be taken between Grades 9 to 12.

Schools may offer specializations from the four strands as long as the minimum number of hours for each specialization is met.

Please refer to the sample Curriculum Map on the next page for the number of semesters per Home Economics specialization and those that have pre-requisites. Curriculum Maps may be modified according to specializations offered by a school.

No.	Grade 7/8	Grade 9	Grade 10	Grade 11	Grade 12
1		*Beauty/Nail Care (NC II)	Wellness Massage (NC II)	Hairdressing (NC II)	
2					
3		**2 sems**	**2 sems**		**4 sems**
4		*Caregiving (NC II)			**8 sems**
5		*Dressmaking (NC II)		Tailoring (NC II)	
6			**4 sems**		**4 sems**
7		*Front Office Services (NC II)	Travel Services (NC II)	Tour Guiding Services (NC II)	Tourism Promotion Services (NC II)
8					
9					
10	EXPLORATORY	**2 sems**	**2 sems**	**2 sems**	**2 sems**
11		*Cookery (NC II)		Bread and Pastry Production (NC II)	Food and Beverage Services (NC II)
12					
13			**4 sems**	**2 sems**	**2 sems**
14		*Household Services (NC II)		Housekeeping (NC II)	Attractions and Theme Parks (NC II)
15					
16			**4 sems**	**2 sems**	**2 sems**
17		Handicraft (Non-NC) Needlecraft **2 sems**	Handicraft (Non-NC) Fashion Accessories, Paper Craft **2 sems**	Handicraft (Non-NC) Basketry, Macrame **2 sems**	Handicraft (Non-NC) Woodcraft, Leathercraft **2 sems**

* Students cannot take a specialization if they have not taken 40 hours of the subject in Grades 7 or 8.