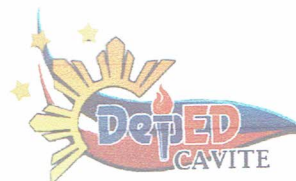




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



DIVISION MEMORANDUM

No. 104, s. 2016

DIVISION 5S IMPLEMENTATION

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Schools Division Office Personnel
All Concerned

1. Pursuant to the Division's bid for ISO 9001:2015 certification and as a steadfast commitment towards quality assurance, the division shall implement and observe the 5S principles.
2. The principal purpose of the 5S implementation is to improve the over-all work management of the division and uphold standards and discipline in the work place. The 5S principles to be observed are Sorting (*seiri*), Setting in order (*seiton*), Shining (*seiso*), Standardizing (*seiketsu*), and Sustaining (*shitsuke*). All the division personnel and units are enjoined to partake in the 5S implementation.
3. To assure the observance of the principles, a division 5S audit committee shall be organized. The committee shall be headed by the Schools Division Superintendent and shall be composed of the Assistant Schools Division Superintendents, Chiefs, Unit Heads and Quality Management Coordinators of the division. The committee members shall be assigned to conduct the 5S audit on units/offices from which they do not belong. The designated unit/office assignment will be rotated every month. Attached herewith (Enclosure 1) are the auditors and their respective unit/office assignment for the month of August.
4. The function of the committee is to conduct 5S audit on their assigned unit, office and work areas on every last week of the month as scheduled discretion by the Schools Division Superintendent. The committee shall audit every work area based on the 5S principles using the attached audit forms (Enclosure 2). The committee, based from the results of the monthly audit, shall award a badge to every unit who have managed to comply on each principle. At the end of the year, the unit with the most number of 5S compliance shall be merited as **5S Unit Awardee**. Likewise, the personnel who have consistently managed to observe the 5S principles and as deliberated by the committee shall also be awarded by the end of the year as **5S Personnel Awardee**.
5. The audit forms (Enclosure 2) shall serve as the guidelines for 5S compliance of each unit and personnel. Utmost adherence to this memorandum is requested.


CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent



Republic of the Philippines
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Enclosure 1: Division 5S Audit Committee and Assignment

Auditors	Unit/Office to be Audited
Cherrylou D. De Mesa - OIC-SDS/QMR Joel M. Solis - Budget Officer	Legal, Records and IT Office
Dr. Editha M. Atendido - ASDS/DQMR Melecio Pedron - Records Officer	SGOD
Dr. Elias A. Alicaya, Jr. -OIC-ASDS/OIC-Chief Cherry D. Bayot - Accountant	Administrative units (HR, Cashier and Budget)
Dr. Elpidia Bergado - Chief CID Carmencita Tosco - EPS Laura Garcia - PSDS	Accounting unit and OSDS
Verna C. Cabaya - Administrative Officer V Laura Crema - OIC, Cashier	CID, ALS and ASDS
Armando A. Caringal - Supply Officer Mignon Cecille M. Mangoba - ITO	Medical and Dental unit
Elaine V. Balen - HRMO Ivan Brian L. Inductivo- SEPS-P&R	Supply office and LRMDs

Personnel 5S Audit Form

Unit Visited:

Date Visited: Time Visited:

SORT

For each statement, check the box that best represents the occurrence of the observations taken.

4 = Very Good (Extensive evidence)

3 = Good (Enough evidence)

2 = Fair (Some evidence)

1 = Poor (No evidence shown)

Overall officering: Necessary items are well sort out and all unnecessary are removed. (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, PC electronic files, safe). ☐

[illegible]

Audited by:

Personnel 5S Audit Form

Unit Visited:

Date Visited:

Time Visited:

22

SET ORDER

For each statement, check the box that best represents the occurrence of the observations taken.

4 = Very Good (Extensive evidence) 3 = Good (Enough evidence) 2 = Fair (Some evidence) 1 = Poor (No evidence shown)

Overall office rating: Everything is put into place and easy to find and access.

[illegible]

Audited by:

Personnel 5S Audit Form

Unit Visited: Date Visited: Time Visited:

SHINE

For each statement, check the box that best represents the occurrence of the observations taken.
4 = Very Good (Extensive evidence) 3 = Good (Enough evidence) 2 = Fair (Some evidence) 1 = Poor (No evidence shown)

Overall/officer rating: The office is free from rubbish and dirt.

5S SHINE																			
Personnel Reference																			
1.	Adjacent aisles & floors in the area are clean and free of from trash?																		
2.	Are the equipment (phones, photocopiers, pc's, etc.) clean and free of dust?																		
3.	Are there adequate containers for trash and papers for recycle?																		
4.	Are the cabinets, drawers, and boxes are clean, orderly, and labeled?																		
5.	The work area does not contain out-dated and unnecessary posters?																		
Score																			

Audited by:

Personnel 5S Audit Form

Unit Visited:		Date Visited:		Time Visited:	
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STANDARDIZE

For each statement, check the box that best represents the occurrence of the observations taken.

4 = Very Good (Extensive evidence) 3 = Good (Enough evidence) 2 = Fair (Some evidence) 1 = Poor (No evidence shown)

Overall office rating: Maintain the first three S's and there is an office awareness of improving neatness.

[illegible]

Audited by:

Personnel 5S Audit Form

Unit Visited:	Date Visited:	Time Visited:

SUSTAIN

For each statement, check the box that best represents the occurrence of the observations taken.

4 = Very Good (Extensive evidence) 3 = Good (Enough evidence) 2 = Fair (Some evidence) 1 = Poor (No evidence shown)

Overall office rating: The 5S Discipline is embedded and became a way of their life. 5S is an evident routine.

[illegible]

Audited by: