

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



TreceMartires City

DIVISION MEMORANDUM No. 624, 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

- 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.
- 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

Schools Division Superintendent





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 MelecioPedron - Records Officer	SGOD
Dr. Elias A. Alicaya, JrOIC-ASDS/OIC-Chief Cherry D. Bayot - Accountant	Administrative units (HR, Cashier and Budget)
Dr. ElpidiaBergado - 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

	Date Visited:	Time Visited:	
	SORT		
or each statement, check the box that best represents the occurrence of the observations $4 = \text{Very Good (Extensive evidence)} \qquad 3 = \text{Good (Enough evidence)} \qquad 2 = \text{Fair (Months)}$	oresents the occurrence of the obserting 3 = Good (Enough evidence) 2	servations taken. 2 = Fair (Some evidence) 1 = Poor (No evidence shown)	evidence shown)
Dverall officerating : 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).	and all unnecessary are fe).	removed. (incl. General area, workstati	ions, personal storage
Personnel Reference			
Is the area clear of unnecessary PC's, laptops,			
. Is the area clear of any unnecessary/personal materials?			
3. Is the area clear of not essential, duplicate and/or out of date documents?			
4. Is the general area clear of personal items?			
5. Are the aisles & adjacent floor areas clear of non-essential items?			
Score			

	Date Visited: Time Visited:
	SET ORDER
or each statement, check the box that best represents the occurrence of the observations $4 = \text{Very Good (Extensive evidence)}$ $3 = \text{Good (Enough evidence)}$ $2 = \text{Fair (}$	presents the occurrence of the observations taken. 3 = Good (Enough evidence)
)verall office rating: Everything is put into place and easy to find and access.	o find and access.
Personnel Reference	
S SET ORDER	
PC's, laptops, printers, devices& equipment are organized, arranged and functional?	
well documented and/or filed correctly?	
Aisles & all aspects of work areas are clearlydefined and properly labeled?	
n. No employees are hidden from view or boxed with materials or structure?	
5. There are no occupational hazards in the area?	
Score	

nit Visited:	Date Visited:	Time Visited:		
	SHINE			
or each statement, check the box that best represents the occurrence of the observations $4 = \text{Very Good (Extensive evidence)} \qquad 3 = \text{Good (Enough evidence)} \qquad 2 = \text{Fair (3)}$	presents the occurrence of the observa 3 = Good (Enough evidence) 2 =	taken. Some evidence)	1 = Poor (No evidence shown)	hown)
)verallofficerating : The office is free from rubbish and dirt.				
Personnel Reference				
SSHINE				
the area are clean and free of from trash?				
Are the equipment (phones, photocopiers, pc's, etc.) clean and free of dust?				
containers for trash and papers for recycle?				
and boxes are clean, orderly, and labeled?				
5. The work area does not contain out-dated and unnecessary posters?				
Score				

Jnit Visited:	Date Visited: Time Visited:	
	STANDARDIZE	
or each statement, check the box that best represents the occurrence of the observations $4 = \text{Very Good (Extensive evidence)}$ $3 = \text{Good (Enough evidence)}$ $2 = \text{Fair (instant)}$	oresents the occurrence of the observations taken. 3 = Good (Enough evidence)	
Overall office rating: Maintain the first three S's and there is an office awareness of improving neatness	re is an office awareness of improving neatness.	
Personnel Reference		
S STANDARDIZE		
1. Is there evidence of the understanding of the importance of 5S?		
Can the personnel explain why 5S principle is important?		
Are there evidences of inventory or system to maintain the 5S?		
Do the personnel made initiatives to improve the work area?		
Do the personnel manifest responsibility to keep up the 5S principles?		
Score		

		1	1								
Score	5. Are display boards, charts, etc, up to date and regularly checked?	4. Are work instructions and procedures regularly reviewed/kept up to date?	3. Do personnel keep track of their performance audits and reports?	2. Are personnel 5S roles and responsibilities clearly identified?	1. Are 5S plans and action updates clearly displayed & current?	5S SUSTAIN	Personnel Reference	Overall office rating: The 5S Discipline is embedded and became a way of their life. 5S isan evident routine.	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)	SUSTAIN	Unit Visited: Date Visited: Time Visited:
									= Poor (No		
									evidence s		
									shown)		