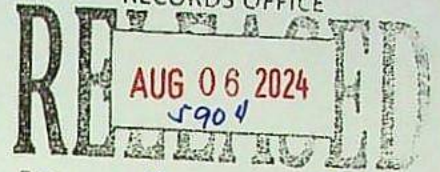




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



By: 6 Time: 10:13

Office of the Schools Division  
Superintendent

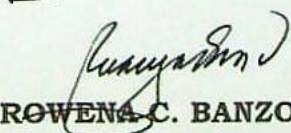
August 2, 2024

Division Memorandum  
No. 292, s. 2024

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors-CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Personnel

**SDO WIDE 5S**

1. In line with our preparation for the ONE DEPED, ONE QMS Harmonization, all SDO personnel are advised to observe 5S housekeeping in their respective offices through the initiation of the assigned 5S Focal Person.
2. The Quality Workplace Team will go around the three (3) functional offices anytime within the coming weeks to conduct re-validation of the items as per our 5S Checklist .
3. For your information and guidance. (Please see attached for reference)

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



## Employee Guide to Office 5S Housekeeping

Directions: The following are our contextualized 5S Housekeeping Audit Criteria. Kindly ensure consistent observance of the items listed for the issuance of WOW AWARD along:

Best in 5S Employee Category, Best in 5S Office Category and Best in 5S Floor / Hall/ Building Category

5S Point Person will check the following items in their office with the Quality Workplace Team to re - validate these during their audit .

<b>Step 1: SORT</b>			
Sort out necessary & unnecessary items. The items deemed unnecessary and not being used should be removed from the area (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, electronic files, safe)	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
1. Area is clear of unnecessary items, such as printers other work equipment, desktops, laptop, and are in proper place?			
2. Aisles & adjacent floor areas are clear of non-essential items?			
3. Area is clear of any unnecessary/personal photo/gadget/mug & other personal materials?			
4. Area is clear of documents that are not essential, duplicate and or out of date documents?			
5. General area is clear of personal items?			

<b>Step 2: SET LIMITS AND LOCATIONS</b>			
A place for everything and everything in it's place so it should be easy to find	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
6. Only necessary desktops, laptops, printers & other work equipment are located, &/or stored in correct place?			
7. Folders and necessary work documents are labeled, & stored in correct place such as filing boxes and/or cabinets?			
8. Employees are seen immediately with their names and position/designation shown on their table?			
9. Area is well lit, all fixture fittings are working, and wire management is positioned to ensure maximum safety of personnel?			
10. Office CR is clean; no foul odor is smelled. Cleaning materials have appropriate space and location for storage keeping. Cleaning or other hazardous materials are properly labeled and stored for safety? Pantry is clean and no grime found in the sink.			

<b>Step 3: SHINE</b>			
Eliminate rubbish and dirt in the office/school.	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
11. Adjacent aisles & floors in the office area are clean, free of unnecessary items and rubbish?			
12. Equipment (printers, photocopiers, pc's, etc.) are clean & free of dust and grime?			
13. There an adequate trash bins or containers for rubbish and that are clean & maintained?			
14. Filing boxes, cabinets, documents are clean and orderly?			
15. Windows & walls do not contain posters or irrelevant except in designated areas for office info?			



<b>Step 4: STANDARDISE</b> Maintain the first three S's and have an awareness of improving neatness.	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
16. Are other members of the organization such Job Orders, Casuals, On the Job Trainees aware of 5S?			
17. Are checklists utilised or posted to identify ongoing maintenance or schedule of cleaning?			
18. Does management/CES announce/promote information of 5S in the SDO/office?			
<b>Step 5: SUSTAIN</b> The 5S Discipline is embedded so that it becomes a way of life. 5S is no longer an event but routine.	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
19. Are 5S checklist/information and updates clearly displayed or available in the different offices?			
20. Are success stories recognized for intrinsic motivation of employees?			

**Office/Floor/ Building and Vehicles Category- Hard 5S**

<b>Items To be Checked</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
1. Hallways are clean; no stain on floors or walls			
2. Comfort rooms are clean and not smelly; Cleaning materials are labeled and in proper place.			
3. Logbook is properly filled out with correct time-in as per employee schedule			
4. Ceilings have no cobweb both in CRs and hallways			
5. No dust on furniture on any office floor; or on tables and chairs and equipment at the DTC or 4 <sup>th</sup> floor Training Hall.			

<b>Items To be Checked</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS/ COMMENTS:</b>
1. Vehicle Maintenance Checkup Schedule			
2. Availability of functional fire extinguisher in every floor and offices			
3. Building Emergency Plan in case of fire and other emergencies			
4. Backyard is clean; unserviceable items are properly set aside			
5. Parking lot has proper line up of vehicles; guardpost is clean			

**Initial 5S Checking**

\_\_\_\_\_

Date: \_\_\_\_\_

**Signature Over Printed Name**

**5S Point Person**

**Audited by Quality Workplace Team**

\_\_\_\_\_

Date: \_\_\_\_\_

**Signature Over Printed Name**