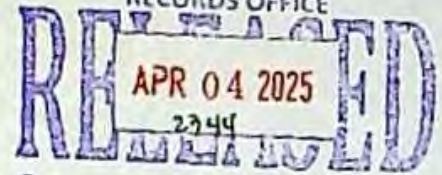




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



By: \_\_\_\_\_ Time: 11:15

Office of the Schools Division  
Superintendent

April 03, 2025

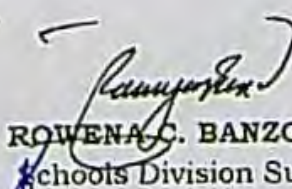
Division Memorandum

No. 155 s. 2025

**IMPLEMENTATION OF 5S PRINCIPLES IN SDO DAGUPAN CITY**

To: Assistant Schools Division Superintendent  
Chief Functional Division -- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Unit Heads All Others Concerned

1. In conformance to the standard requirements of ISO 9001:2015 and to establish improvement quality procedures manual of operations, 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 workplace. The 5S principles to be observed are Sort (seiri), Set Limits and Locations (seiton), Shine (seiso), Standardize (seiketsu), and Sustain (shitsuke).
3. To assure the observance of the principles of 5S, the division 5S audit committee shall conduct the 5S audit on unit/offices from which they do not belong. Attached herewith (Enclosure 1) are the auditors and their respective unit/office assignment.
4. The committee shall conduct 5S audit on every 1<sup>st</sup> week of the month 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. However, findings during the audit shall be documented and communicated to the management.
5. The audit forms (Enclosure 2) shall serve as the guidelines for 5S compliance of each unit and personnel.
6. For immediate dissemination and compliance.

  
ROWENA C. BANZON EdD, CESO V  
Schools Division Superintendent



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

Office of the Schools Division  
 Superintendent  
 Enclosure 1

**Template 1.A**  
**SDO-DAGUPAN CITY QUALITY WORKPLACE TEAM**

**Lead:**

Myrel Angelica N. Lopez

**Members:**

- Ronie G. Bonao - CID
- Sheryl Villacorta - CID
- Engr. Tatum Grace L. Manzano - SGOD
- Vladimir C. Parayno - SGOD
- Isagani D. Rosario - SGOD
- Jeaneline R. Trigue - SGOD
- Jellie Solis - OSDS
- Ariane Mac S. Ollado - OSDS
- Paul Saplan - OSDS
- Froilan M. Julian - OSDS
- Noemi Tadeo - OSDS

**Template 1.B**  
**SS ASSIGNED AUDITORS PER OFFICE**

OFFICES	ASSIGNED AUDITORS
OSDS/OASDS/Records Unit	Engr. Tatum Grace L. Manzano Noemi Tadeo
Admin Unit/CID Unit	Vladimir C. Parayno Jellie Solis
SGOD Unit/Cash Unit/HRM Unit/Supply Unit	Isagani D. Rosario-SGOD Paul Saplan
Finance Unit (Accounting Unit/Budget)	Myrel Angelica Lopez Ariane Mac S. Ollado
ALS Unit/Medical and Dental Unit	Ronie G. Bonao Sheryl Villacorta
Conference Room/Storage Rooms	Jeaneline R. Trigue Jellie Solis



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SDO-DAGUPAN CITY



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REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

**Template 1.C**  
**SS POINT PERSON PER OFFICE**

OFFICE	POINT PERSON
SDS Office	Lilia R. De Guzman
ASDS Office	Carla Jean L. Fernandez
Admin Unit	Gardenia B. Ferrer
ALS Unit	Jonavelle Poquiz
Cash Unit	Gloria Villa Hermosa
CID EPS & PSDS Unit	Jan Vincent V. Galvez
Finance Unit (Accounting and Budget)	Melinda Dela Cruz and Kristel Raymundo
HRM Unit	Jellie Solis
IT Unit	Edwin S. Juliano
Records Unit	Aprille Eve D. Diaz
SGOD & Dental/Medical Unit	Joann L. Jimenez, Jozzana P. Basto & Gloria Flores
Supply Unit	Jocelyn Llobera



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Personnel 5S Audit Form

Unit 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.

<b>SUSTAIN</b> The 5S Discipline is embedded so that it becomes a way of life. 5S is no longer an event but routine																			
1. Are 5S plans and action updates clearly displayed & current?																			
2. Are personnel 5S roles and responsibilities clearly identified?																			
3. Do personnel keep track of their performance audits and reports?																			
4. Are work instructions and procedures regularly reviewed/kept up to date?																			
5. Are display boards, charts, etc, up to date and regularly checked?																			
<b>Score</b>																			

Audited by: \_\_\_\_\_

Personnel 5S Audit Form

Unit 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 office rating: Necessary items are well sort out and all unnecessary are removed. (Including: General area, Workstations, Personal storage areas, Desk drawers, Filing cabinets, PC electronic files, Safe).

<b>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, safe, and electronic files)																				
1. Is the area clear of unnecessary items such as printers, desktops, laptops and other work equipment? Are they in proper place?																				
2. Is the area clear of any unnecessary items such as photo/gadget/mug and other personal materials?																				
3. Is the area clear of documents that are 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?																				
<b>Score</b>																				

Audited by: \_\_\_\_\_

Personnel 5S Audit Form

Unit Visited: \_\_\_\_\_

## SET LIMITS AND LOCATIONS

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.

SET LIMITS AND LOCATIONS A place for everything and everything in its place so it should be easy to find													
1. Are desktops, laptops, printers and other work equipment located and/or stored in correct places?													
2. Are papers and materials labelled, filed and stored in correct places such as filing boxes and/or cabinets?													
3. Are employees seen immediately with their names and position or designation shown on their table?													
4. Is the working area well lit? Is wire properly positioned to ensure the maximum safety of personnel?													
5. Is office CR clean? Are cleaning and other hazardous materials properly labeled and stored for safety? Is the pantry clean and no grime found in the sink?													
<b>Score</b>													

Audited by: \_\_\_\_\_

Personnel 5S Audit Form

Unit 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 office rating: The office is free from rubbish and dirt.

SHINE Eliminate rubbish and dirt in the office/school													
1. Are adjacent aisles and floors in the area clean and free from trash?													
2. Are equipment (phones, photocopies, pc's, etc.) clean and free from dust?													
3. Are there adequate containers for trash and papers for recycle?													
4. Are the cabinets, drawers and boxes clean, in order and labelled?													
5. Does the work area not contain out-dated and unnecessary posters?													
Score													

Audited by: \_\_\_\_\_

Personnel 5S Audit Form

Unit Visited: \_\_\_\_\_

## 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

STANDARDIZE Maintain the first three S's and have an awareness of improving neatness												
1. Is there evidence of the understanding of the importance of 5S?												
2. Can the personnel explain why 5S principle is important?												
3. Are there evidences of inventory or system to maintain the 5S?												
4. Do the personnel made initiatives to improve the work area?												
5. Do the personnel manifest responsibility to keep up the 5S principles?												
<b>Score</b>												

Audited by: \_\_\_\_\_