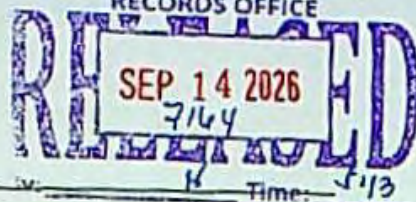




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 14, 2026

DIVISION MEMORANDUM

No. 509, s. 2026

CONDUCT OF QUALITY WORKPLACE ASSESSMENT

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
All Concerned Personnel

1. In support of the Schools Division Office's commitment to the continual improvement of its **Quality Management System (QMS)** and compliance with applicable **ISO requirements**, the Division shall conduct the **Quality Workplace Assessment** on **September 15, 2026 (Tuesday)**.
2. The activity forms part of the Division's efforts to establish and maintain a conducive, organized, safe, and quality workplace that supports effective service delivery, employee engagement, and continual improvement.
3. The conduct of the Quality Workplace Assessment aims to:
 - a. promote a clean, safe, orderly, and conducive workplace;
 - b. strengthen adherence to established workplace processes and standards;
 - c. promote employee participation and awareness of quality workplace practices;
 - d. identify opportunities for improvement in the workplace; and
 - e. support the effective implementation and continual improvement of the Division's QMS.
4. All concerned offices, units and personnel are directed to participate in this Quality Workplace Assessment in accordance with the prescribed timelines, responsibilities, and quality standards.
5. Attached to this Memorandum are **Attachment 1 – List of Quality Workplace Team Members and Their Assigned Areas for Inspection** and **Attachment 2 – Quality Workplace Inspection Checklist**, which shall serve



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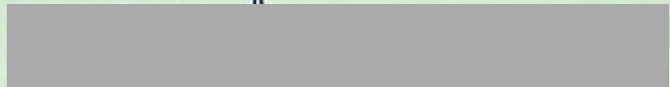


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as the official guide and assessment tool for the conduct and implementation
of the Quality Workplace Assessment.

6. For the information and guidance of all concerned.


MARCIANO U. SORIANO JR. PhD, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent



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Attachment 1

TEAM 1	
TEAM LEADER: MYREL ANGELICA N. LOPEZ	
1. Ariane Mae S. Ollado 2. Myla M. Vergonia 3. Crisonia U. Galivo	• Parking Area • Division Training Center (DTC) • Comfort Rooms • Canteen
TEAM 2	
TEAM LEADER: CLARITA F. TAMAYO	
1. Lilia R. De Guzman 2. Abigail M. De Vera 3. Haydee C. Maiquez	• Curriculum Implementation Division (CID) – Education Program Supervisors (EPS) • Human Resource Office • Administrative Office • Comfort Rooms
TEAM 3	
TEAM LEADER: PERPETUA V. BARONGAN	
1. Jerome A. Tomelden 2. Jocelyn P. Tibalao 3. Ma. Paz Fernandez	• Schools Division Superintendent's (SDS) Office • Assistant Schools Division Superintendent's (ASDS) Office • Records Office • Comfort Rooms
TEAM 4	
TEAM LEADER: CHELSEA M. PARAS	
1. Jan Francis B. Del Rosario 2. Melinda C. Dela Cruz 3. Marina Festejo	• Accounting Office • Budget Office • Comfort Rooms
TEAM 5	
TEAM LEADER: ALLAN D. MANAOIS	
1. Marites Mendoza 2. Jocelyn T. Llobrera	• Alternative Learning System (ALS) Office • Research Office • Legal Office • Information Technology (IT) Office



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TEAM 6	
TEAM LEADER: LIBERTY G. ROXAS	
1. Jenelyn Trigue 2. Sarah Joy M. Sadaba	• Curriculum Implementation Division – Public Schools District Supervisors (CID-PSDS) • Schools Governance and Operations Division (SGOD) • Cashier • Supply Office - Comfort Rooms
TEAM 7	
TEAM LEADER: ENGR. TATUM GRACE L. MANZANO	
1. Engr. Conrad Don D. De Vera 2. Gloria P. Flores 3. Paul Rovillos	• Conference Hall • Medical Clinic



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QUALITY WORKPLACE INSPECTION CHECKLIST

Functional Division/Section/Unit : _____

Date of Assessment : _____

Tool Description: The QW Inspection Checklist Template is a systematic tool designed to facilitate the evaluation of workplace organization and cleanliness based on the 5S principles: Sort, Set in Order, Shine, Standardize, and Sustain. This template provides a structured format for conducting inspections, ensuring consistency and thoroughness in assessing adherence to 5S standards.

Instruction: The Inspection Team, using this tool, should accurately record their observations during the inspection process, distinguishing between items that meet the desired criteria (Observed) and those that do not (Not Observed).

Compliance

- Check the box next to each item that is present, correctly implemented, or functioning as expected.
- If an item meets the criteria described in the checklist, mark it as "Compliant" by checking the corresponding checkbox.
- Ensure that the observation is based on factual evidence gathered during the inspection.

Non-Compliance

- Leave the checkbox empty for each item that is not present, incorrectly implemented, or not functioning as expected.
- If an item does not meet the criteria described in the checklist, mark it as "Not Compliant" by leaving the corresponding checkbox unchecked.
- Make sure to provide an explanation or note in the "Additional Comments/Notes"

Standards	Compliance	Non-Compliance	Remarks
1. General Standards			
A. Philippine Flag			
1. The Philippine flag, when raised on a pole, is always placed higher than the Department's banner / flag			
2. Size of the Philippine flag must be according to the guidelines given by the National Historical Commission of the Philippines (NHCP).			



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3. When located on a stage, it is always placed on the right side of the speaker or the left side of the audience while the LGU banner/ flag is placed on the opposite side of the stage.			
4. Philippine flag is folded according to the guidelines of the NHCP. A flag is replaced when faded or damaged and disposed of properly.			
B. Signages			
1. Office identification and signages or directional indications, prohibitions, and warnings are visible.			
2. Signages are strategically placed on the wall or mounted on a stand that allows ease of viewing.			
3. Site and evacuation map are available and displayed in conspicuous places in the offices and corridors.			
4. Signage is clean, readable, and updated.			
C. Floors, Corridors, Stairs, and Ceilings			
1. Surface is clean, cobweb-free, uniformly painted and without stains.			
2. Spaces are clean, well-ventilated, and free of hazards and obstructions.			
3. Light and fixtures are installed, functional, clean and dust-free			
D. Office Tools, Appliances, Equipment and other fixtures			
1. Air conditioning units, computers, printers, reproduction machines and other related equipment are inspected regularly and with maintenance schedule.			
2. Electric fans are functional, clean and dust-free.			
3. Bulletin boards are clean, dust free and display relevant and updated information.			
4. Windows are clear with no visual obstruction or cracks, clean and dust-free.			
5. Dividers do not extend to the aisle, are clean and free of dust			



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and stain.			
6. Shelves/ shelf grids/ filing cabinets are properly labeled, clean and dust-free.			
E. Safety, Security and Waste Management			
1. First Aid kits are labelled clearly and are in highly visible and accessible places.			
2. Functional fire extinguishers or sand buckets are available.			
3. Fire extinguishers are mounted in cabinets or wall recesses are placed so that the fire extinguisher operating instructions face outward.			
4. Fire extinguishers are placed in areas that are accessible including normal path of travel.			
5. Fire extinguishers are regularly inspected, and the expiration date is monitored.			
6. Electrical wires and cables are neatly sealed, wrapped or bundled, arranged in a straight line and at right angles.			
7. Adequate sign for fire, emergency or danger and safety instructions are always visible.			
8. Waste materials are segregated.			
9. Trash bins are covered, labelled, and color-coded.			
10. Designated space for trash bins is provided.			
11. Trash or waste materials are collected during or at the end of the day.			
12. Designated space for plants is provided.			
13. Plants are regularly watered and brought out and placed under the sun.			
14. Leaves are clean and regularly dusted.			
rk Station			
A. Office Table			
1. Shall have a nameplate of the employee occupying the station, visible to the clients.			
2. Shall preferably have a file box.			
<i>maximum of three for on-process</i>			



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<i>documents</i>			
3. Shall contain government property items needed to perform tasks.			
4. Trash bin for dry waste is placed underneath.			
5. May have a small or medium sized box placed underneath for personal things			
B. Mobile Pedestal			
1. Placed under or beside the table			
2. Shall be labeled accordingly:			
2.1. Three-layered			
• Top Drawer (Office Supplies)			
• Middle Drawer (Office Documents & Materials)			
• Bottom Drawer (Personal Items)			
2. Two-layered			
• Top Drawer (Office Supplies)			
• Bottom Drawer (Office Documents and Materials or Personal Items)			
C. Office Chair			
1. Placed under or beside the table			
2. Be allowed to retain 1 pillow or any back or lumbar support			
3. Be allowed to have a jacket, shawl, or scarf, draped on its backrest			
D. Computer Unit			
1. Shall use the official DepEd Wallpaper			
2. Shall have its desktop files organized in folders not exceeding three columns of desktop icons			
3. Shall have its cable wires organized and intact so as not to cause obstruction and/ or accidents			
4. Shall be free from post-it, stickers, photos, magnets and other similar objects			
E. Documents and Records			
1. Physical and electronic files are organized.			
2. Files are properly labeled and identified.			
3. Vertical filing is observed.			
4. Files are protected with password, as necessary and only authorized			



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personnel have access to confidential documents and records.			
5. Appropriate storage is available, organized, clean and dust-free			
6. Preservation, retention, and disposition of records are implemented			
Outline Areas			
A. Guard Station			
1. The station has a designated location and does not block the way.			
2. Security guard logbook with pen is available.			
3. The station is clean and has no litter.			
B. Parking Lot			
1. There is a designated slot for different vehicle sizes (cars, motorcycles, bikes, etc.).			
2. Parking slots for PWDs/Pregnant Women/Elderly are visible.			
3. Parking slots for employee and visitors are properly designated.			
4. Parking lots are clean with no obstruction and the pavement has no potholes and/ or cracks.			
C. Citizen's Charter			
1. Contains the official logo and the official name of the Department			
2. Format and specifications follow the ARTS prescribed format and standards			
3. Charter contains the core services of each office and follow the guidelines on the Implementation of the Citizen's Charter in compliance with Republic Act No. 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018			
4. Located at the main entrance or at the most conspicuous place within the office premises			
D. Reception			
1. There is ample space to walk and move around without tripping.			
2. Window glass/counter is clean, clear, without obstructions and free of unwanted items such as			



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stains, dust, and clutter at all times.			
3. Name of the PACD manning the desk/window/ counter is visible.			
4. Ballpen is available for client's use.			
5. No personal effects are placed on the countertop.			
6. Queuing system is implemented.			
7. Displays the agency's organizational chart			
8. Have a personnel official business locator and information board.			
9. Post the following in appropriate places: • DepEd Mission and Vision • Quality Policy Statement • Client Satisfaction Measurement (CSM) Link and QR Code is displayed • Provide CSM forms to clients			
10. Suggestion/Feedback box is strategically placed in the waiting/ exit area with a readily available ballpen for client's use			
11. Absence of shabby, stained, broken or worn-out chairs and furniture			
E. Rest Rooms			
1. Signage for male and female is clearly distinguishable.			
2. General administrative and common areas have separate toilets for male and female, and are accessible to PWDs, pregnant clients, and the elderly.			
3. Handwashing facilities and toilets are provided with soap and water.			
4. General cleaning of toilets is carried out daily.			
5. Air fresheners, deodorizers, or sanitizers are used to eliminate unpleasant odors, bacteria and viruses			
F. Function Halls and Conference Rooms			
1. Doors open without blockage, clean and dust-free.			
2. Ceiling is clean and dust-free, and surface finish is maintained.			



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3. Stained or broken tiles are replaced.			
4. Stained wood ceiling is repainted.			
5. Backstage room for the sound system and operator is available. Microphones and wires have a storage rack or cabinet. Regularly tested to ensure good working condition. (if applicable)			
6. Control panel sockets are labelled.			
7. Light, speakers, and switches are labeled properly.			
8. Sound system provides clear audio with speakers installed at strategic locations in the auditorium.			
9. Lights and Speakers are clean, free from cobwebs and dust.			
IV. Practices			
1. Standard spiel for welcome is used by the frontline officer.			
2. Employees wear the DepEd ID along with a whistle and a laminated copy of the Quality Policy Statement			
3. Ensure that electrical equipment/appliances are unplugged after working hours			
4. Prescribed dress code is observed by all personnel at all times except pregnant staff, those in mourning and those complying with religious practices.			

OTHER FINDINGS:

1. FOR PROCUREMENT

2. FOR REPAIR OR MAINTENANCE



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3. FOR DISPOSAL

Additional Comments / Notes:

EVALUATED BY:

INSPECTION TEAM

Team Lead

Inspection Team Member

Inspection Team Member

Inspection Team Member

CONFORME:

DIVISION CHIEF/ SECTION/UNIT HEAD

Signature over Printed Name