



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2022- 450

TO : **ALL DIVISION OFFICE PERSONNEL**

FROM : *Senen*
SENEN PRISCILLO P. PAULIN
Schools Division Superintendent

SUBJECT : **SEARCH FOR BEST 5S (INTER-UNIT COMPETITION)**

DATE : **September 13, 2022**

1. 5s as one of the fundamental tools of continual improvement, is a system for workplace organization and standardization.
2. The 5s principle that are written down in the guidelines define the provisions for 5s implementation in the SDO of Negros Oriental workplace, which all employees are expected to perform.
3. Anent this, the office is announcing the search for **Best 5s**. This is an inter-unit (office/section) competition thus everybody is expected to participate.
4. Final judging will be on **September 19, 2022** and awarding of winners is on September 24, 2022 (Division Family Day).
5. An assessment tool/checklist aligned with CSC 5s checklist will be used for the evaluation of this search.
6. Please refer to the enclosure of this memorandum, for the criteria and description of the 5s tool/checklist
7. For proper guidance and strict compliance of all concerned.



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

13 SEP 2022

CRITERIA FOR BEST 5'S UNIT

SORT – (ORGANIZATION)

- Sorting of documents at work
- Segregate unwanted material from the workplace
- Make work easier by eliminating obstacles
- Throw away rubbish

SET IN ORDER – neatness)

- Prevent loss and waste of time by arranging workstation in such a way that all tooling/files are in close proximity
- Make it easy to find and pick-up necessary items
- Make workflow smooth and easy
- Ensure FIFO (first-in-first-out) basis
- 30 second retrieval of documents

SHINE/SWEEPING – (Cleansing)

- Clean your workplace on daily basis completely or set cleaning frequency time to time.
- Prevent machinery or equipment deterioration
- Keep workplace clean, safe, and pleasing to work in.
- Individual cleaning responsibility

STANDARDIZE – (Standardization)

- Establish procedures and schedules to ensure consistency
- Develop work structure that will support new practices and part of daily routine
- Ensure everyone knows their responsibilities of performing the first 3 S's practice
- Transparency of storage

SUSTAIN – (Self-discipline)

- Do with being told
- Initiate work
- Training is goal-directed (must have resulting feedback monthly)
- Self-discipline results to workplace discipline
- Follow the process, but also be open to change and improvement

5S ASSESSMENT CHECKLIST

Date of Evaluation: _____ Unit/Section to be evaluated: _____ Evaluated by: _____

ITEMS	%	DESCRIPTION	RATINGS							COMMENTS
			POOR	FAIR	GOOD	BETTER	BEST			
1. Facade of the unit/office (Including the hallways)	15	> check for cleanliness						Ave.	%	
		> check if passages are clear and clutter-free								
		> check if signage of the name of the office is present								
		> Process flow								
		> unit organizational structure/seat plan with pictures								
2. Office area	10	> check if dirt, dust, clutters, etc. on floors						Ave.	%	
		> check if dirt, dust clutters, etc. on walls, windows, and ceilings								
		> are garbage bins, waste baskets well-maintained and in their proper/ designated place?								
3. Desk/Tables	10	> check for dust and dirt						Ave.	%	
		> check if, its clutter-free								
		> check if things are organized								
		> check if desk/tables are dangling-free								
4. Office equipment and furbishing (Including telephones)	10	> checking for dust and dirt on the equipment, furnishings, etc.						Ave.	%	
		> are they located in their proper place								
5. Filing/Storage Cabinets	15	> check for dust, dirt, writings						Ave.	%	
		> check for looseness, dents								
		> check for orderliness and tidiness								
		> are unnecessary articles removed?								
		> are there surplus items kept for a long time?								
6. Filing	15	> are files classified?						Ave.	%	
		> are documents correctly filed?								
		> are cabinets not bulging with contents?								

ITEMS	%	DESCRIPTION	RATINGS					Ave.	%	COMMENTS
			POOR	FAIR	GOOD	BETTER	BEST			
7. Orderliness and Tidiness that assures flowing and visibility	15	> are there documents left without being filed?						Ave.	%	
		> does everyone know where the documents are?								
		> are pending matters that must be processed in a day clear?								
		> can file omission be detected?								
		> are places where received documents are placed clear?								
8. Storage areas	10	> check if there are unneeded items, inventory, parts etc.						Ave.	%	
		> check for cobwebs, dust, dirt, etc.								
		> check for items is in their proper places								
		> check for dirt on the wall								

Evaluated By: _____