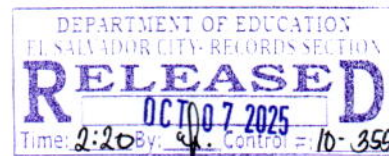




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



October 7, 2025

DIVISION MEMORANDUM
NO. 355, s. 2025

INSTITUTIONALIZING QUALITY WORKPLACE STANDARDS THROUGH
THE IMPLEMENTATION OF THE 5S PRACTICE OF GOOD HOUSEKEEPING
IN ALIGNMENT WITH DEPED QMS

To: Assistant Schools Division Superintendent
Chief CID, SGOD
Section Heads
All Division Office Personnel
This Division

1. In accordance with DepEd Order No. 009, s. 2021 titled *Institutionalization of a Quality Management System in the Department of Education* and DepEd Memorandum No. 68, s. 2025, *The DepEd Quality Management System Manual and Procedures and Work Instructions Manual*, this office shall implement and strictly observe the Institutionalization of a Quality Workplace through the adaption of 5S Practices and supplementary guidelines/manual for the effective implementation of the Quality Management System in DepEd.

The 5S methodology consists of the following components:

1. Sort (Seiri) – eliminate unnecessary items and clutter from the workspace.
 2. Set in order (Seiton) – organize and arrange items in a way that promotes efficiency and easy access.
 3. Shine (Seiso) – Regularly clean and maintain the workspace and equipment to ensure a tidy and safe environment.
 4. Standardize (Seiketsu) – Establish and maintain consistent standards for cleanliness, organization, and safety.
 5. Sustain/Self-discipline – (Shitsuke) – implement a culture of discipline and continuous improvement to ensure that the 5S principles are maintained over time.
2. This initiative aims to optimize the physical workplace, enhance efficiency and effectiveness by systematically identifying and storing essential items, maintaining orderliness and cleanliness, and sustaining the newly established order. These practices are designed to promote a safe, organized, and productive environment **that** supports the well-being of personnel and ensures operational excellence.
3. The Quality Workplace Team (QWT) shall lead the implementation and monitoring of the 5S practices across all offices. All personnel are responsible for maintaining cleanliness and orderliness within their respective workstations and shared areas. Unit and section heads are accountable for ensuring their staffs



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compliance with these practices and for overseeing the overall implementation, monitoring, and evaluation of the protocols.

3. Composition of Inspectorate teams:

The following teams shall comprise the inspection group responsible for overseeing the implementation of 5S practices:

TEAM A	TEAM B	TEAM C
Melanie M. Ligutom	Jeffrey M. Martinez	Engr. Vince Fernandez
Eleonor R. Isiderio	Franz Maybelle M. Gaid	Bridget Gale B. Gellor
Vanessa Prores L. Tiad	Esmael V. Malacto Jr.	Johnell Francis S. Vacalares

Each team is expected to carry out inspections in accordance with the established Quality Management System protocols and submit regular report to the Quality Workplace Team.

Inspection Schedule and Post-Conference Protocol

The proposed schedule for workplace inspections is every first Wednesday of the month. A post-conference shall be conducted immediately following each inspection to review findings, provide feedback, and discuss necessary actions for improvement.

For reference:

- Enclosure 1 – 5S Checklist
- Enclosure 2 – Quality Workplace Inspection Checklist

4. This memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA

Schools Division Superintendent

For the Schools Division Superintendent:



CONNIEBEL C. NISTAL

Assistant Schools Division Superintendent
Officer In-charge

To be indicated in the Perpetual Index
under the following subjects:

POLICY

RE: Institutionalizing Quality Workplace Standards Through the Implementation of the 5s Practice of Good Housekeeping



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Enclosure No. 1 to Division Memorandum No. ____, s.2025

5S Implementation Guidelines

A. **SORT** – (Identify and eliminate all unnecessary items)

1. Separate Office items from personal items. Retain office items and bring home personal items except health and wellness items. Personal items are identified as follows:
 - Personal picture frames
 - Personal plaque/certificate of recognition, participation, awards except office awards and recognition
 - Personally purchased display materials
 - Headsets/Headphones

These items shall be brought home.

2. Sort out essential from non-essential tools and materials. Keep the essential items in the office and discard the non-essential ones.
3. Keep those that support current day's work. Remove all items that do not support current work plan/s.
4. Tag and remove items that were never used for a long time, items that are not required, duplicates and other broken tools and equipment.

B. **SET IN ORDER** – (Arrange necessary items in good order and easy access)

1. Keep only minimum number of necessary things at the workstation
2. Determine the location/Review layout in such a way that they are within easy reach
3. Group together the things you use more frequently
4. Consider flow of work/movement of people to ensure safe and efficient operation
5. Keep a list of things with their location
6. Label folders for easy identification

C. **SHINE**– (Clean the workplace thoroughly)

1. Office tables, chairs and floors shall be free from clutter.
2. Windows and doors shall not be blocked from anything to provide access and easy passage.
3. Each section and unit shall establish functional cleaning and maintenance.
4. There should be a storeroom for cleaning tools.
5. Tag and promptly repair minor damage facilities.

Report any defective condition that has been discovered during cleaning.



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- D. **STANDARDIZE**– (Maintain High Standards of housekeeping in the workplace at all times)
1. Sections and units shall have procedures and standards for
 - ✓ Sorting
 - ✓ Setting things in order
 - ✓ Establish cleaning program and maintenance
 - ✓ Systematic cleaning inspection
 2. Sections and units shall accomplish the Quality Workplace Inspection Checklist monthly/quarterly
 3. Results of quarterly inspection shall be documented, and a report shall be submitted to management for information
- E. **SUSTAIN**– (Create culture wherein all members practice the 5S as a way of life)
1. Conduct orientation and re-orientation training for all employees to ensure sustainability of employees' awareness
 2. The implementation of these guidelines and standards shall be supported by the Chiefs, ASDS and SDS.



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Enclosure No. 2 to Division Memorandum No. _____, s.2025

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 Station. 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			



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the National Historical Commission of the Philippines (NHCP).			
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 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 and stain.			



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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 wired 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 provide.			
13. Plants are regularly watered and brought out and placed under the sun.			
14. Leaves are clean and regularly dusted.			
II. Work Station			
A. Office Table			
1. Shall have nameplate of the employee occupying the station, visible to the clients.			



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Note: CO, Region, SDO, and School may choose their own template provided that they are using the same template within the entire workplace.			
2. Shall preferably have a file box. Note: maximum of three for on-process documents.			
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 and materials) • Bottom Drawer (personal items) 2.2. 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			



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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 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.			
III. Frontline 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			



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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 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 personal 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			



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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. 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
3. For Disposal

Additional Comments/Notes:
