



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 19, 2026

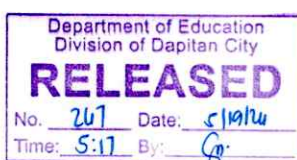
**DIVISION MEMORANDUM**

No. 267, s. 2026

**INSTITUTIONALIZING OF THE QUALITY WORKPLACE STANDARD  
AND STRINGENT MONITORING OF 5S PRACTICES**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
OSDS Section Heads  
All Others Concerned

1. With reference to DepEd Memorandum No. 78, s. 2021 titled Reiteration of ISO 9001:2015 and DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management System in the Department of Education, and consistent with the Department's commitment to ensuring a safe, healthy, and conducive workplace for all personnel, this Division shall implement and strictly observe the Institutionalization of Quality Workplace and the Stringent Monitoring of 5S Practices. This aims to promote a clean and orderly workspace, uphold standards and discipline in the workplace and ensure the wellbeing of all employees and visitors.
2. The Quality Workplace Team (QWT) shall spearhead the implementation and monitoring of the 5S practices. All personnel are responsible for maintaining cleanliness in their respective workstations and common areas. Designated cleaning personnel are responsible for the regular and thorough cleaning of assigned areas. Heads units/sections are responsible for ensuring the compliance of their personnel and for the overall implementation, monitoring, and evaluation of these protocols. Attached is the Cleaning and Sanitation Protocol for the Workplace in SDO Dapitan City.
3. The schedule for the inspection and monitoring of 5S in the workplace will be every Friday starting this May 22, 2026.
4. Immediate dissemination and strict compliance of this Memorandum is desired.



**JAY S. MONTEALTO, CESO V**  
Schools Division Superintendent



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Attachment No. 1 to DM No. \_\_\_\_\_, s. 2026

**CLEANING AND SANITATION PROTOCOLS OF WORKSTATION  
IN SDO DAPITAN CITY (5S IMPLEMENTATION)**

**I. Introduction**

Pursuant to the implementation of the 5S Methodology namely Seiri (Sort), Seiton (Set in Order), Seiso (Shine), Seiketsu (Standardize), and Shitsuke (Sustain), this protocol is hereby established to provide systematic and standardized guidelines on the cleaning, sanitation, organization, and maintenance of workstations within the Schools Division Office of Dapitan City.

This protocol aims to promote a clean, orderly, safe, and health conscious working environment that enhances efficiency, productivity, professionalism, and employee well being. It likewise seeks to strengthen workplace discipline and cultivate shared responsibility and accountability among personnel in sustaining an organized and conducive office environment supportive of effective public service delivery.

**II. Objectives**

- To establish clear and consistent cleaning and sanitation standards for all workstations;
- To implement the 5S principles to maintain a clean and organized workplace;
- To minimize the risk of illness and promote a healthy work environment;
- To enhance efficiency and productivity through a well-maintained workspace; and
- To foster a culture of responsibility and ownership among employees regarding cleanliness and sanitation.

**III. Scope**

This protocol applies to all workstations, including desks, cubicles, offices, conference hall, and common areas within SDO Dapitan City.

**Responsibilities:**

- **All Employees:** Responsible for maintaining the cleanliness and sanitation of their individual workstations and contributing to the overall cleanliness of common areas.
- **Designated 5S Coordinators/Teams:** Responsible for overseeing the implementation of this protocol, conducting regular inspections, and providing guidance and support.



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- **Administrative/Maintenance Staff:** Responsible for providing necessary cleaning supplies, equipment, and support for deep cleaning and sanitation activities.
- **Section Heads:** Responsible for ensuring compliance with this protocol within their respective units.

**IV. Procedures**

<b>5s Principles</b>	<b>Daily</b>	<b>Weekly/Monthly</b>
<p><b>Seiri (Sort)</b></p> <p>Eliminate unnecessary items and clutter from the workspace</p>	<ul style="list-style-type: none"> <li>• Remove unnecessary items from the workstation, including clutter, outdated documents, and personal belongings</li> <li>• Dispose of trash and recyclable materials properly</li> <li>• Ensure only essential tools and materials are present on the desk</li> </ul>	<ul style="list-style-type: none"> <li>• Review and archive documents and files regularly</li> <li>• Identify and discard unused or broken equipment</li> <li>• Organize drawers and cabinets</li> </ul>
<p><b>Seiton (Set in Order)</b></p> <p>Organize and arrange items in a way that promotes efficiency and easy access</p>	<ul style="list-style-type: none"> <li>• Arrange remaining items in a logical and accessible manner</li> <li>• Assign specific locations for frequently used items</li> <li>• Implement a “place for everything and everything in its place” policy</li> <li>• Create a standardized layout for desks, if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Label drawers and cabinets for easy identification.</li> <li>• Use storage solutions (e.g., trays, Organizers, shelves) to maximize space and organization</li> </ul>
<p><b>Seiso (Shine)</b></p> <p>Regularly clean and maintain the workspace and equipment to ensure a tidy and safe environment</p>	<ul style="list-style-type: none"> <li>• Wipe down desk surfaces, computer keyboards, and mouse with disinfectant wipes</li> <li>• Sweep or vacuum floors to remove dust and debris</li> <li>• Empty trash bins</li> </ul>	<p>Weekly</p> <ul style="list-style-type: none"> <li>• Clean and disinfect telephones, printers, and other shared equipment</li> <li>• Dust shelves, cabinets, and other surfaces</li> </ul> <p>Monthly</p> <ul style="list-style-type: none"> <li>• Deep clean and sanitize workstations, including drawers and cabinets</li> </ul>



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		<ul style="list-style-type: none"> <li>• Clean and disinfect air conditioning vents and filters</li> <li>• Clean and sanitize chairs</li> </ul>
<p><b>Seiketsu (Standardize)</b></p> <p>Establish and maintain consistent standards for cleanliness, organization, and safety</p>	<ul style="list-style-type: none"> <li>• Accomplish the cleaning schedule checklist/daily monitoring tool</li> <li>• Provide cleaning supplies and equipment at designated locations</li> <li>• Implement the proper wastes disposal and recycling</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular inspections to ensure compliance with the protocol</li> <li>• Provide feedback and training to employees as needed</li> <li>• Document cleaning and sanitation activities</li> <li>• Create a visual management system, such as signs and labels, to reinforce cleaning and organization standards</li> </ul>
<p><b>Shitsuke (Sustain/Self-Discipline)</b></p> <p>Implement a culture of discipline and continuous improvement to ensure that the 5s principles are maintained over time</p>	<ul style="list-style-type: none"> <li>• Foster a culture of responsibility and ownership among employees</li> <li>• Encourage teamwork and collaboration in maintaining cleanliness and sanitation</li> <li>• Recognize and reward employees who demonstrate exemplary 5s practices</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly review and update the protocol to ensure its effectiveness</li> <li>• Solicit feedback from employees to identify areas for improvement</li> <li>• Conduct periodic 5s audits to assess progress and identify gaps</li> </ul>



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**V. Monitoring and Evaluation**

- Regular inspections and audits will be conducted to assess compliance with this protocol
- Feedback from employees will be collected to evaluate the effectiveness of the protocol
- Data on cleaning and sanitation activities will be documented and analyzed to identify areas for improvement

**VI. Communication and Training**

- This protocol will be communicated to all employees through training sessions and written materials.
- Regular reminders and updates will be provided to ensure ongoing compliance.
- Training on the 5s methodology and proper cleaning and sanitation techniques will be provided to all employees.



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Attachment No. 2 to DM No. \_\_\_\_\_, s. 2026

**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
<b>I. General Standards</b>			
<b>A. Philippine Flag</b>			
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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Standards	Compliance	Non - Compliance	Remarks
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 the NHCP. A flag is replaced when faded or damaged and disposed of properly.			
<b>B. Signages</b>			
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.			
<b>C. Floors, Corridors, Stairs, and Ceilings</b>			
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			
<b>D. Office Tools, Appliances, Equipment and other fixtures</b>			
1. Air conditioning units, computers, printers, reproduction machines and other related equipment are inspected regularly and with maintenance schedule.			



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2. Electric fans are functional, clean and dust-free.			
<b>Standards</b>	<b>Compliance</b>	<b>Non - Compliance</b>	<b>Remarks</b>
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.			
6. Shelves/ shelf grids/ filing cabinets are properly labeled, clean and dust-free.			
<b>E. Safety, Security and Waste Management</b>			
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.			



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Standards	Compliance	Non - Compliance	Remarks
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.			
<b>II. Work Station</b>			
<b>A. Office Table</b>			
1. Shall have a nameplate of the employee occupying the station, visible to the clients.  <i>Note: CO, Region, SDO, and School may choose their own template provided that they are using the same template within the entire workplace.</i>			
2. Shall preferably have a file box.  <i>Note: maximum of three for on-process 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>B. Mobile Pedestal</b>			
1. Placed under or beside the table			
2. Shall be labeled accordingly: 2.1. Three-layered <ul style="list-style-type: none"> <li>• Top Drawer (Office Supplies)</li> <li>• Middle Drawer (Office Documents &amp; Materials)</li> <li>• Bottom Drawer (Personal Items)</li> </ul>			



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Standards	Compliance	Non-Compliance	Remarks
2. 2. Two-layered • Top Drawer (Office Supplies)			
• Bottom Drawer (Office Documents and Materials or Personal Items)			
<b>C. Office Chair</b>			
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			
<b>D. Computer Unit</b>			
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			
<b>E. Documents and Records</b>			
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			
<b>III. Frontline Areas</b>			



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<b>A. Guard Station</b>			
<b>Standards</b>	<b>Compliance</b>	<b>Non - Compliance</b>	<b>Remarks</b>
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>B. Parking lot</b>			
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.			
<b>C. Citizen's Charter</b>			
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			
<b>D. Reception</b>			
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.			



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Standards	Compliance	Non - Compliance	Remarks
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: <ul style="list-style-type: none"> <li>• DepEd Mission and Vision</li> <li>• Quality Policy Statement</li> <li>• Client Satisfaction Measurement (CSM) Link and QR Code is displayed</li> <li>• Provide CSM forms to clients</li> </ul>			
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			
<b>E. Rest Rooms</b>			
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			



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<b>F. Function Halls and Conference Rooms</b>			
<b>Standards</b>	<b>Compliance</b>	<b>Non - Compliance</b>	<b>Remarks</b>
1. Doors open without blockage, clean and dust-free.			
2. Ceiling is clean and dust-free, and surface finish is maintained.			
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.			
<b>IV. Practices</b>			
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.			



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**OTHER FINDINGS:**

1. For procurement
2. For repair or maintenance
3. For disposal

*Additional Comments/ Notes:*

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**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



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