



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

Office of the Schools Division Superintendent

June 29, 2026

DIVISION MEMORANDUM

No. 394, s. 2026

**CONDUCT OF 5S WORKPLACE INSPECTION
IN THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned

1. In line with the continuing efforts to strengthen workplace organization and reinforce the renewed drive toward One DepEd, One QMS Certification pursuant to DepEd Order No. 009, s. 2021, this Office announces the conduct of the 5S Quality Workplace Inspection in the Schools Division Office from July 6 to 10, 2026.

2. The following Quality Workplace Inspectors shall conduct the monitoring and evaluation of compliance with the established Quality Workplace Standards in their respective assigned offices:

Quality Workplace Inspector	Office Assignment
EPS Jerry M. Perong	School Governance and Operations Division (SGOD)
EPS Luna Luz B. Racho	School Governance and Operations Division (SGOD)
EPS Jimmy B. Gahuman	Curriculum Implementation Division (CID)
Acct. Olga P. Miranda	Curriculum Implementation Division (CID)
Dr. Glenn E. Mohametano	Office of the Schools Division Superintendent (OSDS)
PDO Danilo M. Santiago	Office of the Schools Division Superintendent (OSDS)
Engr. Anjie C. Rabe	Office of the Schools Division Superintendent (OSDS)

They shall conduct the monitoring and evaluation using the approved 5S Quality Workplace Inspection Checklists and submit the accomplished checklists to the Quality Workplace Team (QWT) Secretariat immediately after the inspection for consolidation and documentation.

3. All Heads of Offices concerned shall ensure that their respective Quality Workplace Office Representatives (QWORs) conduct a self-assessment using the approved 5S Quality Workplace Inspection Checklist prior to the scheduled inspection. The self-assessment shall be used to determine the office's level of compliance and identify areas requiring corrective and improvement measures.



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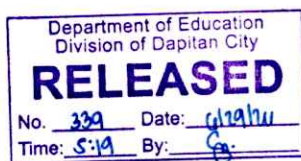




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4. Enclosed in this Memorandum are the approved 5S Quality Workplace Inspection Checklists and Tools and the Office Assignment Matrix of the designated Quality Workplace Inspectors, which shall serve as the official reference in the conduct of the inspection and in assessing compliance with the established Quality Workplace Standards.
5. Immediate and wide dissemination of this Memorandum is desired.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent





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QUALITY WORKPLACE AND 5S MONITORING CHECKLIST

Office/Unit/Section: _____

Date Monitored: _____

Statements	Evident	Not Evident	Remarks
I. SEIRI (Clearing up/Sort)-take out unnecessary items			
1. Classifying the wanted (Value Added) and unwanted (Non-Value Added) is done.			
2. Unnecessary items (e.g., ash tray, personal décor, etc.) are kept away from the workplace.			
3. Damaged equipment is already reported and scheduled for repair.			
4. "No clutter" around and on the working table is ensured after the day.			
5. Unserviceable PPE is already returned/surrendered to Asset Management Section			
6. Quality filing system is practiced in the office.			
7. Red Tag Standard is established and reviewed periodically.			
8. No obsolete information is displayed/posted on the bulletin boards			
9. Garbage in the trash bins is regularly emptied.			
10. Inventory of PPE and Records schedule is available.			
II. SEITON (Organize/Set in Order)-arrange necessary items in good order			
1. Designated storage area for PPE/CSE is provided.			
2. Easy and fast access to regularly used items is observed.			
3. Signage on windows, doors, and walls is strategically posted.			
4. Cabinets/shelves/racks/box files/folders are clearly classified, labelled, updated, and in order.			
5. Cleaning supplies and materials are placed in the storage room and accessible.			
6. Desks/Tables and chairs are properly arranged and sufficiently provided.			
7. Computer and other equipment including cords are conveniently set up in the workplace.			
8. All office supplies and materials are neatly arranged and safely stored in the shelves.			
9. Computer printouts and photocopies are promptly removed from printers and photocopying machines.			



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Statements	Evident	Not Evident	Remarks
10. All tables are labeled with employee's first name and readable by the guest/client.			
III. SEISO (Shine)-inspect and clean your workplace			
1. Floors are kept clean, free from dirt, water and other liquids, tripping and slipping free.			
2. Ceilings, bulbs, walls, windows, doors and top of cabinet are free from cobwebs/dirt.			
3. Work area is kept from pests (e.g., cockroaches, mice, flies, mosquitos, ants, termites, etc.)			
4. Office equipment and machines are tidy and maintained.			
5. Pantry table is free from food wastes and morsels after use.			
6. All supplies, materials, and documents after use are placed in the right shelves.			
7. Schedule of regular "Cleaning Day" and waste disposal is provided.			
8. Comfort rooms/sinks are clean and functional with no foul smell.			
9. Conducive to working environment is ensured.			
10. Clean as you go (CLAYGO) is practiced by the employees			
IV. SHITSUKE (Sustain/Discipline) – practice self-discipline			
1. Personnel good grooming with prescribed office uniform/being dressed appropriately is observed			
2. Regular office maintenance schedule is established for equipment and facilities			
3. Office meetings are attended by employees to discuss areas for improvement.			
4. Directional signages are strictly followed.			
5. Data and information are properly protected.			
6. Participation in the DRRM drills and flag raising/lowering ceremonies is enforced.			
7. Unserviceable PPE and damaged walls, tiles, ceiling, and equipment are reported and acted immediately.			
8. Exterior and interior part of the office is neatly maintained.			
9. CCS reports are regularly monitored and addressed.			
10. IT support for technical assistance is provided.			
V. SEIKETSU (Standardize)- maintain and prevent			
1. Wastes are properly segregated under Reuse and Reduce Program			



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Statements	Evident	Not Evident	Remarks
2. All PPE are checked to ensure functionality and serviceability			
3. The General Services Guidelines are communicated and implemented.			
4. The proper use of entrance and exit stairs and gates is monitored.			
5. The QMS documents and requirements are accomplished and complied with.			
6. Clients/guests requests and transactions are aptly addressed.			
7. Tables and chairs are set up for employee's comfort.			
8. Maintenance and repairs are effectively, efficiently, and timely conducted and immediately acted.			
9. Updating of records and other files/documents is initiated.			
10. Energy Efficiency and Conservation (EEC) guidelines are implemented.			

 Quality Workplace Monitor

 QWT Member

 QWT Chair

Received by:

 Chief/Head

Note: During the Team Monitoring period, at least a member from the QW Team and the QW Monitor from the Division must be present. QWT will provide the Division Chief/ Section/ Unit Head with a copy of the checklist signed by the QW Monitor.



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SUMMARY OF FINDINGS FOR NON-EVIDENT INDICATORS
(QUALITY WORKPLACE MANAGEMENT)

Name of Office: _____

Month and Year: _____

I. SEIRI (Clearing up/Sort)

II. SEITON (Organize/Set in Order)

III. SEISO (Clean)

IV. SHITSUKE (Sustain/Discipline)

V. SEIKETSU (Standardize)

Prepared by: _____

QWT Member

Noted: _____

Team Leader

Conforme: _____

Chief/Head



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