



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0122

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisor
All Section Heads
All Others Concerned

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

Date: July 8, 2025

With reference to DepEd Memorandum No. 78, s. 2021 titled *Reiteration of ISO 9001:2015*, DepEd Order No. 009, s. 2021 titled: *Institutionalization of a Quality Management System in the Department of Education*, and in adherence to DepEd's commitment to providing safe and healthy workplace environment for all personnel, this Division shall implement and strictly observe the Institutionalization of the Quality Workplace and Stringent Monitoring of 5S Practices. This aims to promote a clean and orderly workspace, uphold standards and discipline in the workplace and ensure the well-being of all employees and visitors.

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 of units/sections are responsible for ensuring the compliance of their personnel and for the overall implementation, monitoring, and evaluation of these protocols. Herewith is the Cleaning and Sanitation Protocol of Workplace in SDO Davao del Norte.

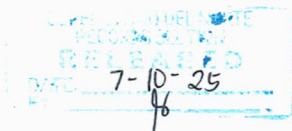
The schedule for the inspection and monitoring of 5S in the workplace will be every Friday starting this July 11, 2025.

Immediate dissemination and strict compliance of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ROSALINDA N. DIONIO
Administrative Officer V



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Enclosure 1 (DM-OSDS-2025-0122)

**CLEANING AND SANITATION PROTOCOLS OF WORKSTATION IN
SDO DAVAO DEL NORTE (5S IMPLEMENTATION)**

I. Introduction

This protocol outlines the standardized procedures for cleaning and sanitizing workstations within the Schools Division Office, aligning with the 5S Methodology (Seiri, Seiton, Seiso, Seiketsu and Shitsuke). This aims to create a clean, organized, safe and efficient work environment conducive to productivity and well-being.

II. Objectives

1. To establish clear and consistent cleaning and sanitation standards for all workstations;
2. To implement the 5S principles to maintain a clean and organized workplace;
3. To minimize the risk of illness and promote a healthy work environment;
4. To enhance efficiency and productivity through a well-maintained workspace; and
5. 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, meeting rooms, and common areas within SDO Davao del Norte.

Responsibilities:

- 1. All Employees:** Responsible for maintaining the cleanliness and sanitation of their individual workstations and contributing to the overall cleanliness of common areas.
- 2. Designated 5S Coordinators/Teams:** Responsible for overseeing the implementation of this protocol, conducting regular inspections, and providing guidance and support.
- 3. Administrative/Maintenance Staff:** Responsible for providing necessary cleaning supplies, equipment, and support for deep cleaning and sanitation activities.
- 4. Section Heads:** Responsible for ensuring compliance with this protocol within their respective units.



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IV. Procedures

| 5S Principle | Daily | Weekly/Monthly |
|---|--|---|
| <p style="text-align: center;">Seiri (Sort)</p> <p>Eliminate unnecessary items and clutter from the workplace</p> | <ul style="list-style-type: none"> Remove unnecessary items from the workstation, including clutter, outdated documents, and personal belongings Dispose of trash and recyclable materials properly ensure only essential tools and materials are present on the desk | <ul style="list-style-type: none"> Review and archive documents and files regularly Identify and discard unused or broken equipment Organize drawers and cabinets to eliminate clutter |
| <p style="text-align: center;">Seiton (Set in Order)</p> <p>Organize and arrange items in a way that promotes efficiency and easy access</p> | <ul style="list-style-type: none"> Arrange remaining items in a logical and accessible manner Assign specific locations for frequently used items Implement a “place for everything in its place” policy Create a standardized layout for desks, if possible | <ul style="list-style-type: none"> Label drawers and cabinets for easy identification Use storage solutions (e.g. trays, organizers, shelves) to maximize space and organization |
| <p style="text-align: center;">Seiso (Sweep)</p> <p>Regular clean and maintain the workspace and the equipment to ensure a tidy and safe environment</p> | <ul style="list-style-type: none"> Wipe down desk surfaces, computer screens, keyboards, and mouse with disinfectants wipes Sweep or vacuum floors to remove dust and debris Empty trash bins | <p><i>Weekly</i></p> <ul style="list-style-type: none"> Clean and disinfect telephones, printers, and other shared equipment Dust shelves, cabinets, and other surfaces <p><i>Monthly</i></p> <ul style="list-style-type: none"> Deep clean and sanitize workstations, including drawers and cabinets Clean and disinfect air conditioning vents and filters Clean and sanitize chairs |
| <p style="text-align: center;">Seiketsu (Standardize)</p> <p>Establish and maintain consistent standards for cleanliness,</p> | <ul style="list-style-type: none"> Accomplish the cleaning schedule checklist/daily monitoring tool Provide cleaning supplies and equipment at designated locations | <ul style="list-style-type: none"> Conduct regular inspections to ensure compliance with the protocol Provide feedback and training to employees as needed Document cleaning and sanitation activities |



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| | | |
|---|---|--|
| organizations, and safety | <ul style="list-style-type: none">Implement the proper waste disposal and recycling | <ul style="list-style-type: none">Create a visual management system, such as signs and labels, to reinforce cleaning and organization standards |
| <p>Shitsuke (Sustain/Self-Discipline)</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">Foster a culture of responsibility and ownership among employeesEncourage teamwork and collaboration in maintaining cleanliness and sanitationRecognize and reward employees who demonstrate exemplary 5S practices | <ul style="list-style-type: none">Regularly review and update the protocol to ensure its effectivenessSolicit feedback from employees to identify areas for improvementConduct periodic 5S audits to assess progress and identify gaps |

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.

VII. Review and Revision

This protocol will be reviewed and revised periodically to ensure its continued relevance and effectiveness. This protocol serves as a guide for maintaining a clean and sanitary work environment at SDO Davao del Norte, fostering a culture of efficiency, safety and well-being.

VIII. Documentation

Maintain detailed records of cleaning activities, including dates, times, areas cleaned, and any issues encountered. This documentation is crucial for tracking compliance with the cleaning protocol, identifying areas for improvement and demonstrating adherence to cleanliness standards.



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Enclosure 2 (DM-OSDS-2025-0122)

5S CHECKLIST FOR WORKPLACE

| WORK AREA | AUDITOR | DATE |
|-----------|---------|------|
|-----------|---------|------|

| s1 | Sort (SEIRI) sort useful from unnecessary | NOT YET BEGUN | IN PROGRESS | COMPLETE |
|-----------|---|------------------|----------------|----------|
| S1-1 | Area is clear of excess equipment | | | |
| S1-2 | Area is clear of excess work, papers, supplies | | | |
| S1-3 | Area is clear of excess personal items | | | |
| S1-4 | Area is clear of outdated, obsolete, unused materials | | | |
| S1-5 | Storage areas are defined | | | |
| S1-6 | Physical and electronic files are neatly organized | | | |

COMMENT/S: _____

| s2 | Systemize (SEITON) straighten, set in order | NOT YET BEGUN | IN PROGRESS | COMPLETE |
|-----------|--|------------------|----------------|----------|
| S2-1 | Equipment, computers, peripherals are correctly placed | | | |
| S2-2 | Supplies are identified and are stored properly | | | |
| S2-3 | Files are organized and are clearly labeled | | | |
| S2-4 | Work is prioritized and visually organized as current, urgent, on hold, etc. | | | |
| S2-5 | Electronic file labeling is uniform and adhering to company naming standards | | | |
| S2-6 | Files are free of clutter | | | |
| S2-7 | Safety equipment are up to date and accessible | | | |

COMMENT/S: _____



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| s3 | S W E E P (SEISO) sanitize, sweep and shine | NOT YET BEGUN | IN PROGRESS | COMPLETE |
|-----------|---|--------------------------|------------------------|-----------------|
| S3-1 | Floors are clean and in good condition, free of hazards | | | |
| S3-2 | Walls, ceilings, dividers are clean and in good condition | | | |
| S3-3 | Racks, shelving, cabinets are clean and in good condition | | | |
| S3-4 | Equipment, supplies, tools clean and in good condition | | | |
| S3-5 | Desks, tables, chairs are clean and in good condition | | | |
| S3-6 | Lighting is sufficient for work area and suitable to work action | | | |
| S3-7 | There is sufficient air flow t | | | |
| S3-8 | There is sufficient trash and recycling bins, bins cleared frequently and in good condition | | | |
| S3-9 | Ample cleaning materials are available and accessible | | | |

COMMENT/S: _____

| s4 | STANDARDIZE (SEIKETSU) routine preventive maintenance | NOT YET BEGUN | IN PROGRESS | COMPLETE |
|-----------|---|--------------------------|------------------------|-----------------|
| S4-1 | Employee has solid understanding of the value and practices of 5S Checklist | | | |
| S4-2 | Checklist is readily available and visible if applicable | | | |
| S4-3 | Display boards are kept up to date | | | |
| S4-4 | Specific cleaning tasks are delegated | | | |
| S4-5 | Specific time is set for tasks | | | |
| S4-6 | Regular audits are set and carried out to ensure adherence | | | |

COMMENT/S: _____



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| s5 | S U S T A I N (SHITSUKE) routine defined | NOT YET BEGUN | IN PROGRESS | COMPLETE |
|------|--|------------------|----------------|----------|
| S5-1 | 5S Checklist becomes ingrained, part of the day-to-day work experience | | | |
| S5-2 | Success stories are displayed: before and after, etc. | | | |
| S5-3 | Recognition of 5S adherence is done | | | |
| S5-4 | Rewards for 5S adherence is conducted | | | |
| S5-5 | Improvements to existing systems / standards are noted and implemented | | | |

COMMENT/S: _____

(Name and Signature of Auditor)