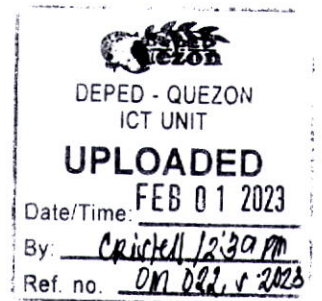




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2023

OFFICE MEMORANDUM

OM No. 022, s. 2023

IMPLEMENTATION OF THE QUALITY WORKPLACE AND STRINGENT MONITORING OF 5S PRACTICES IN THE DIVISION OFFICE

To: Assistant Schools Division Superintendents
Division Chiefs
Section/ Unit Heads
Division Office Personnel
All Others Concerned

With reference to DepEd Memorandum No. 78, s. 2021 titled REITERATION OF ISO 9001:2015 QMS Certification of the Schools Division Office is in 2023. In preparation for this very important activity of our Division, everyone is enjoined to adhere to the cleanliness, orderliness, safety, and upkeeping of all the offices in the Division Office.

The Quality Workplace Team (QWT) shall spearhead the implementation and monitoring of the 5S practices. Please be reminded that a quality workplace is essential to keep our employees on task and working efficiently.

Furthermore, the previous practice of assigning every Friday as a 5S day shall be observed. Members of the QWT shall likewise submit to the Committee Chairperson the report on a monthly basis using the old monitoring tool template for this purpose. Random inspection by the QWT shall also be expected at any time.

For your information and compliance.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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