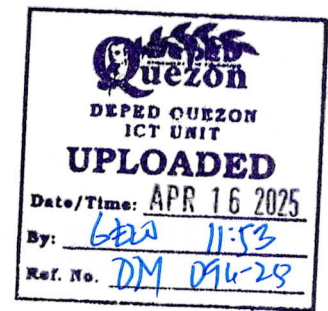




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 April 2025

OFFICE MEMORANDUM
OM No. 096, s. 2025

INSTITUTIONALIZATION OF THE QUALITY WORKPLACE AND STRINGENT MONITORING OF 5S PRACTICES

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, DepEd Order No. 009, s. 2021 titled: "Institutionalization of a Quality Management System in the Department of Education" and in adherence to the DepEd's commitment to providing a safe and healthy working 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. Please see Enclosure No. 01 Cleaning and Sanitation Protocol of Workstations in SDO Quezon (5S Implementation).

Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LRM04102025
DEPEDQUEZON-TM-SDS-04-010-005



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(Enclosure to OM No. 96, s. 2025)

**CLEANING AND SANITATION PROTOCOLS OF WORKSTATIONS IN SDO
QUEZON (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, 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 Quezon.

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.

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4. **Section Heads/Supervisors:** Responsible for ensuring compliance with this protocol within their respective units.

IV. Procedures

5S Principles	Daily	Weekly/Monthly
<i>Seiri (Sort)</i> Eliminate unnecessary items and clutter from the workspace	<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
<i>Seiton (Set in Order)</i> Organize and arrange items in a way that promotes efficiency and easy access	<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 and 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
<i>Seiso (Sweep)</i> Regularly clean and maintain the workspace and equipment to ensure a tidy and safe environment	<ul style="list-style-type: none"> Wipe down desk surfaces, computer screens, keyboards, and mice with disinfectant wipes Sweep or vacuum floors to remove dust and debris. Empty trash bins 	<ul style="list-style-type: none"> * <i>Weekly</i> * Clean and disinfect telephones, printers, and other shared equipment * Dust shelves, cabinets, and other surfaces * Clean any shared keyboards and mice * <i>Monthly</i> * Deep clean and sanitize workstations, including drawers and cabinets * Clean and disinfect air conditioning vents and filters * Clean and sanitize chairs

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<p><i>Seiketsu</i> (Standardize)</p> <p>Establish and maintain consistent standards for cleanliness, organization, and safety</p>	<ul style="list-style-type: none"> • Accomplish the cleaning schedule checklist/daily monitoring tool • Provide cleaning supplies and equipment at designated locations • Implement the proper waste disposal and recycling 	<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 • Create a visual management system, such as signs and labels, to reinforce cleaning and organization standards
<p><i>Shitsuke</i> (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 employees • Encourage teamwork and collaboration in maintaining cleanliness and sanitation • Recognize and reward employees who demonstrate exemplary 5S practices 	<ul style="list-style-type: none"> • Regularly review and update the protocol to ensure its effectiveness • Solicit feedback from employees to identify areas for improvement • Conduct 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.

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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 Quezon, 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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