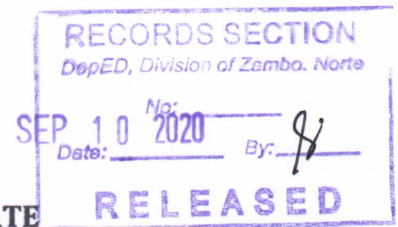




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 247s. 2020

To: ASDSs  
Chiefs of CID and SGOD  
Principals of Manukan NHS and Pinan CS  
All Others Concerned

From: **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Subject: Re-orientation on the 5S Implementation

Date: September 09, 2020

1. The Schools Division institutionalizes a Quality Management System (QMS) to improve the quality of its services for customer satisfaction. To redirect mindset on the importance of 5S strategy as embedded in the QMS, a re-orientation webinar on the 5S Implementation will be conducted on September 15, 2020, 8:00am-12:00 noon.
2. Participants of the aforesaid orientation are all personnel of SDO, Manukan NHS and Piñan Central School. Transaction and services shall be put on hold during the duration activity to ensure full participation of all concerned personnel.
3. Participants are required to attend the webinar via google meet platform through this link: <https://meet.google.com/zde-nbzy-bwh>.
4. Immediate dissemination of this Memorandum is desired.

jlpJLS/ Orientation 5S Implementation/SGOD-CES/DM010-2020/09092020

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



Republic of the Philippines  
Department of Education  
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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**Orientation on 5S Implementation**

Webinar Session Flow  
September 15, 2020  
8:00 AM – 1:30 PM

Schedule Time		Topic	Speaker
8:00 – 8:15 AM	15 Min	I. Preliminaries National Anthem Prayer	SDOZN SDOZN
8:15 – 8:30 AM	15 Min	Welcome Remarks	<b>Dr. Armando P. Gumapon</b> OIC-Assist. Schools Division Superintendent
8:30 – 9:00 AM	30 Min	Message	<b>Dr. Ma. Liza R. Tabilon, CESO V</b> Schools Division Superintendent
9:00 – 9:15 AM	15 Min	Presentation of Participants	<b>Robert I. Poculan III</b> SEPS HRD
9:15 – 9:45 AM	30 Min	II. Session 1: Overview of the 5S orientation	<b>Dr. Joy E. Letran- Singson</b> Chief SGOD
9:45 – 10:15 AM	30 Min	III. Session 2: Sort	<b>Dr. Anita D. Subebe</b> EPS CID
10:15 – 10:45 AM	30 Min	IV. Session 3: Set in Order	<b>Dr. Arcelita B. Zamoras</b> EPS CID
10:45 – 11:15 AM	30 Min	V. Session 4 : Shine	<b>Jessie E. Elacan</b> SEPS SMN
11:15 – 11:45 AM	30 Min	VI. Session 5: Standardized	<b>Leonido A. Pampilo, Jr.</b> SEPS P&R
11:45 – 12:15 NN	30 Min	VII. Session 6: Sustain	<b>Marie Antonette Barrera</b> ADAS III OSDS
WORKING LUNCH			
12:15 – 12:45 NN	30 Min	VIII. Session 7: 5S Audit Tool	<b>Wilson H. Inding</b> SEPS, SMME
12:45 – 1:15 PM	30 Min	IX. Forwarding Message	<b>Dr. Judith V. Romaguera, CESE</b> Assist. Schools Division Superintendent
1:15 – 1:30 PM	15 Min	X. Photo Op	<b>Technical Staff</b>
Technical Working Group:		Moderator:	<b>Nicollette Ria E. Tangon</b> HRD EPS II
		Technical Staff:	<b>Joseph L. Pantoja</b> PDO-I YFS <b>Mary Jerica L. Ocupe</b> Admin Aide I
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Prepared by:

**MARY JERICA L. OCUPE**  
Admin Aide I

Recommending Approval:

**JOY E. LETRAN- SINGSON EMD.**  
Chief SGOD  
10 SEP 2020

APPROVED:

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

