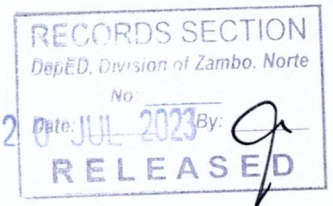




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

July 13, 2023

Division Memorandum
No. 299s. 2023

TO : Assistant Schools Division Superintendents
Chief Education Supervisors, CID & SGOD
AOV, EPSs/PSDSs/SEPSs/Section/Unit Heads
Internal Auditors, ZN-SDO
All Others Concerned

SUBJECT : **CONDUCT OF 5S INTERNAL AUDIT**

DATE : July 18, 2023

1. In an effort to improve the workplace organization and to jumpstart the renewed drive toward One DepEd, One QMS Certification pursuant to DepEd Order 009, s. 2021, this Office announces the conduct of the **5S** Internal Audit within the schools division office on **July 31- August 1, 2023**.
2. Enclosed are the copies of approved 5S Audit Plan (Enclosure 1) and the 5S Diagnostic Checklist (Enclosure 2), for reference and guidance to all SDO division/Section/Unit heads.
3. It is imperative that the SDO Internal Audit team shall have convened at least a week before the audit schedule, in order to re-establish the common application of the checklist indicators, and to cover possible issues and concerns along the audit plan implementation.
4. Travel expenses that may be incurred by the field Internal Auditors are chargeable against local school funds, subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of this Memorandum is desired.

ROY C. TUBALLA, EMD, JD, CESO VI
Schools Division Superintendent

SGOD/MEMORANDUM5SINTERNALAUDIT/DM19-07182023



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Enclosure No.1 of DM ___, S. 2023

5S AUDIT PLAN

Objective: To ensure efficient implementation of 5s in compliance with the DepEd National Quality Management System

Audit Scope : School Governance and Operations Division, Curriculum Implementation Division, Administrative Division,

Audit Criteria : 5s Audit

Audit Date: July 31-August 1, 2023

Virtual Venue for Internal Auditors' Meetings : [google.Meet](#)

Audit Team :

| | |
|---------------------------|-------------------------|
| Wilson H. Inding | - Lead Internal Auditor |
| Arcelita B. Zamoras | - Internal Auditor |
| Anita D. Subebe | - Internal Auditor |
| Lenie Boy G. Billeno | - Internal Auditor |
| Leonido A. Pampilo Jr. | - Internal Auditor |
| Jessie E Elacan | - Internal Auditor |
| Edwin O. Curam | - Internal Auditor |
| Aries Mark D.R. Nogas | - Internal Auditor |
| Epifanio Gabame E. Piedad | - Internal Auditor |
| Joel P. Casalta | - Internal Auditor |
| Annabelle E. Oracion | - Internal Auditor |

Key Area Personnel :

| | |
|-----------------------------|-------------------|
| Joy E. Letran-Singson , EMD | - CES- SGOD |
| Lilia E. Abello , Ed.D | - CES- CID |
| Helen E. Tangon | - AO V- Admn/OSDS |

AUDIT ITINERARY

| Date | Start | End | Process/Activity | Auditor |
|---------------|---------|---------|----------------------|--|
| July 31, 2023 | 8:30 AM | 9:00 AM | Opening Meeting | Audit team |
| Aug 1, 2023 | 9:00 AM | 4:00 PM | Audit Proper (CID) | Leonido Pampilo Edwin Curam Epifanio Gabame E. Piedad |
| | 8:30 AM | 9:30 AM | Audit Proper (SGOD) | Anita Subebe Lenie Boy Billeno Aries Nogas Joel Casalta |



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| | | | | |
|--|----------|------------|--|--|
| | | | Audit Proper (Admn/OSDS) | Arcelita Zamoras Jessie Elacan Wilson Inding Annabelle E. Oracion |
| | 9:30 PM | 11:30 PM | Auditor's Private Time/ Preparation of reports | Audit Team |
| | 11:30 PM | 12:00 noon | Closing Meeting | Audit Team |

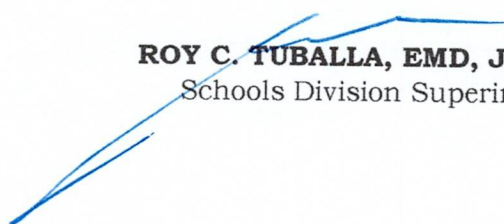
Prepared by

Recommending Approval:


WILSON H. INDING
SEPS/Internal Auditor

JOY E. LETRAN-SINGSON, EMD
CES-SGOD/ QMS Representative

APPROVED:


ROY C. TUBALLA, EMD, JD, CESO VI
Schools Division Superintendent



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Enclosure :

DIAGNOSTIC CHECKLIST FOR 5S

Use the scoring table below to rate your progress with 5S. total your score and check against the Assessment Report table at the end.

| Score* | Stage of Readiness |
|--------|--|
| 0 | Not at all. |
| 1 | Little done in that respect. |
| 2 | It is done but not systematically. |
| 3 | This is being complied with more systematically. |
| 4 | There is an ability to maintain it. |

5S - CHECKLIST

| | REQUIREMENT | SCORE* | REMARKS |
|------------|--|--------|---------|
| 1.0 | SORT OUT - SEITON | | |
| 1.1 | Is the floor area free of unwanted items? | | |
| 1.2 | Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items? | | |
| 1.4 | Are items stored according to frequency of use? | | |
| 1.3 | Are all walls free of old papers, calendars, pictures, notices, etc. | | |
| 1.5 | Is there a general clutter free appearance? | | |
| 2.0 | SET IN ORDER - SEITON | | |
| 2.1 | Are direction indications available to all facilities from the entrance onwards? | | |
| 2.2 | Do all items of equipment have identification labels? | | |
| 2.3 | Are all rooms, cubicles and similar areas clearly numbered or named? | | |
| 2.4 | Are specific areas demarcated for garbage/rejects/waste, etc.? | | |
| 2.5 | Are switches, fan regulators, controls, etc. labeled? | | |
| 2.6 | Are all cables, wires, pipes etc. labeled? | | |
| 2.7 | Is color coding used effectively for easy identification? | | |
| 2.8 | Is there a general appearance of orderliness? | | |
| 2.9 | Is it easy to find any item/document without delay? | | |
| 3.0 | SHINE - SEISO | | |
| 3.1 | Are cleaning schedules available and displayed? | | |
| 3.2 | Are floors, walls, windows doors etc. maintained at a high level of cleanliness? | | |
| 3.3 | Is use of adequate cleaning tools evident? | | |
| 3.4 | Are machines, equipment, tools, furniture maintained at a high level of cleanliness and their maintenance schedules displayed? | | |

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| | | | |
|--------------------|---|--|--|
| 3.5 | Is there a general appearance of cleanliness all around? | | |
| 4.0 | STANDARDIZE - SEIKETSU | | |
| 4.1 | Are all 5S procedures standardized? | | |
| 4.2 | Are standard check list used to regularly inspect 5S. | | |
| 4.3 | Are labels, notices etc. standardized? | | |
| 4.4 | Do isles/gangways have a standard size and color? | | |
| 4.5 | Are pipes, cables etc. color coded? | | |
| 5.0 | SUSTAIN - SHITSUKE | | |
| 5.1 | Is there a system for how and when the 5S activities will be implemented? | | |
| 5.2 | Does management provide support to 5S programme by recognition, resources and leadership? | | |
| 5.3 | Have first 3S become a part of the daily work? | | |
| 5.4 | Do employees show positive interest in 5S activities? | | |
| 5.5 | Are 5S posters and 5S points of work reminders displayed? | | |
| TOTAL SCORE | | | |

Assessment Report

(Add the score obtained and check the assessment)

| Score | Percentage | Maturity Level | Assessment |
|-------------------------------|---------------------------------|---------------------|--|
| Less than 29 | Less than 25% | Lack of Awareness | You are not aware about the usefulness of 5S |
| More than 29 and less than 58 | More than 25% and less than 50% | No formal Approach | You are randomly practicing 5S |
| More than 58 and less than 87 | More than 50% and less than 75% | Formal Approach | You are on the right track. If your score is close to 90 then you have fully implemented first 4S. at this stage your work place should have a general appearance of orderliness and cleanliness |
| More than 87 and up to 116 | More than 75% and up to 100% | Sustaining Approach | Your management is committed to maintain 5S and employees are showing positive interest in 5S activities |

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