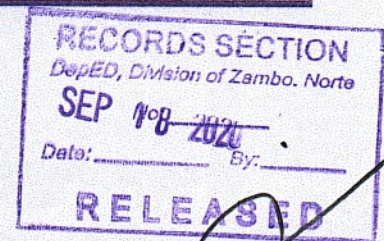


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Division Memorandum
No. 40s. 2020



TO : Assistant Schools Division Superintendents
Chief Education Supervisors
EPSs/PSDSs/SEPSs/Section/Unit Heads
Teaching/Non-Teaching Personnel, Piñan CS & Manukan NHS
Internal Auditors, ZN-SDO
All Others Concerned

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

SUBJECT : **5S INTERNAL AUDIT**

DATE : September 17, 2020

1. **5S** is a workplace organization method which is employed to streamline the office services toward the goal of quality management system (QMS) for efficient client service. In its pursuit to achieving this goal, this schools division announces the conduct of 5S Internal Audit on September 29-30, 2020 in the three (3) functional divisions of this office, and in Piñan Central School and Manukan National High School;
2. Please go over Enclosure 1 –Approved Audit Plan for 5S Internal Audit, and Enclosure 2- 5S Diagnostic Checklist, for information, reference and guidance of all concerned;
3. It is imperative that the SDO Internal Audit team shall have convened to discuss the implementation of the audit plan as well as the parameters to be set for the administration of audit checklist;
4. Any queries relative to this activity may be directed to Wilson H. Inding, SEPS, SMM&E, thru 0998-262-2462 (SMART) or to Marie Antonette A. Barrera, ADAS III/Internal Auditor-Documents thru 0917-303-8198 (GLOBE);
5. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMSINTERNALAUDIT/SGOD-SMME-DM44-09172020

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Enclosure 1

AUDIT PLAN

Objective: To ensure efficient implementation of 5s in compliance with the Quality Management System – ISO 9001: 2015

Audit Scope : School Governance and Operations Division, Curriculum Implementation Division, Administrative Division, Piñan CS & Manukan NHS

Audit Criteria : 5s Audit

Audit Date: September 29-30, 2020

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
	Marie Antonette A. Barrera	- 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
	Douglas A. Delana	- Internal Auditor
	Annabelle E. Oracion	- Internal Auditor

Key Area Personnel :

Joy E. Letran-Singson , EMD	- CES- SGOD
Lilia E. Abello , EdD	- CES- CID
Helen E. Tangon	- AO V- Admn/OSDS
Reynilda Salatandre	- Piñan CS
Arnulfo Subebe	- Manukan NHS

AUDIT ITINERARY

Date	Start	End	Process/Activity	Auditor
Sept 29, 2020	8:30 AM	9:00 AM	Opening Meeting	Audit team
	9:00 AM	4:00 PM	Audit Proper (CID)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad
			Audit Proper (SGOD)	Anita Subebe Lenie Boy Billeno Aries Nogas Joel Casalta
			Audit Proper (Admn/OSDS)	Arcelita Zamoras Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion



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	4:00 PM	5:00 PM	Closing Meeting	Audit team
Sept 30, 2020	8:30 AM	12:00 AM	Audit Proper (Piñan CS)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad Anita Subebe Joel Casalta
			Audit Proper (Manukan NHS)	Arcelita Zamoras Lenie Boy Billeno Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion Aries Nogas
	1:00 PM	2:30 PM	Travel Time	Audit Team
	2:30 PM	4:00 PM	Auditor's Private Time/ Preparation of reports	Audit Team
	4:00 PM	5:00 PM	Closing Meeting	Audit Team

Prepared by

Recommending Approval :

APPROVED:


WILSON H. INDING
 SEPS


JOY E. LETRAN-SINGSON, EMD
 CES-SGOD/ Internal QA Head


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

17 SEP 2020



DIAGNOSTIC CHECKLIST FOR 5S

Use the scoring table below to rate your progress with 5S. total your score and check it 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.

HECKLIST

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

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

Assessment Report

(Enter the score obtained and check the assessment)

Score	Percentage	Maturity Level	Assessment
Less than 30	Less than 25%	Lack of Awareness	You are not aware about the usefulness of 5S
More than 30 and less than 60	More than 25% and less than 50%	No formal Approach	You are randomly practicing 5S
More than 60 and less than 90	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 90 up to 100	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