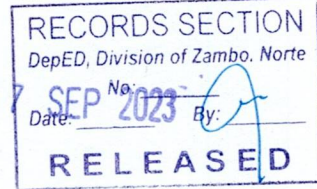




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

September 7, 2023

Division Memorandum  
No. 393s. 2023

**4<sup>th</sup> RUN OF 5S INTERNAL AUDIT AT THE SCHOOLS DIVISION OFFICE**

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

1. In cognizance of One DepEd , One QMS policy under DepEd Order 009, s 2023 and in relation to the division reform agenda, re: maximization of human and financial resources as well as the modernization and automation to improve the delivery of support services, this Office announces the 4<sup>th</sup> run of **5S** Internal Audit on September 19, 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. Relative thereto, all Internal Quality Auditors will convene on September 13, 2023 @1:30 PM via <https://meet.google.com/gde-cjpf-zri>, for the pre-audit meeting. At 2:00 PM of the same date, and platform, all SDO staffs are expected to join for the communication of the audit plan including the details about red-tagging.
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/DM26-08072023



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Republic of the Philippines  
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Enclosure No.1 of DM 393, 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, OSDS/Administrative Division

**Audit Criteria :** 5s Audit

**Audit Date:** September 19, 2023

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

**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
September 19, 2023	8:30 AM	9:00 AM	Opening Meeting	<b>Audit team</b>
	9:00 AM	2:00 PM	Audit Proper ( CID)	<b>Leonido Pampilo Edwin Curam Epifanio Gabame E. Piedad</b>
			Audit Proper ( SGOD)	<b>Anita Subebe Lenie Boy Billeno Aries Nogas Joel Casalta</b>



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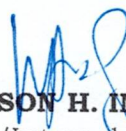



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			Audit Proper (Admn/OSDS)	<b>Arcelita Zamoras Jessie Elacan Wilson Inding Annabelle E. Oracion</b>
	2:00 PM	3:30 PM	Auditor's Private Time/ Preparation of reports	<b>Audit Team</b>
	3:30 PM	4:00 PM	Closing Meeting	<b>Audit Team</b>

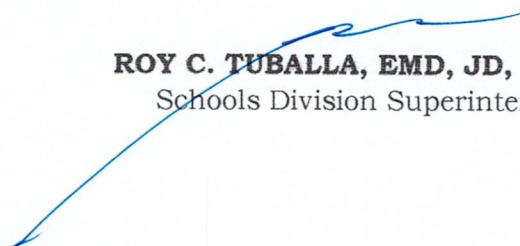
**Prepared by**

**Recommending Approval:**

  
**WILSON H. INDING**  
SEPS/Internal Auditor

  
**JOY E. LETRAN-SINGSON, EMD**  
CES-SGOD/ QMS Representative  
9.7.23

**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.

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

**5S – CHECKLIST**

	<b>REQUIREMENT</b>	<b>SCORE*</b>	<b>REMARKS</b>
<b>1.0</b>	<b>SORT OUT - SEIRI</b>		
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?		
<b>2.0</b>	<b>SET IN ORDER - SEITON</b>		
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?		
<b>3.0</b>	<b>SHINE - SEISO</b>		
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?		

3.5	Is there a general appearance of cleanliness all around?		
4.0	<b>STANDARDIZE - SEIKETSU</b>		
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	<b>SUSTAIN - SHITSUKE</b>		
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?		
<b>TOTAL SCORE</b>			

## 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 workplace 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