



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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BY: \_\_\_\_\_  
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UNNUMBERED MEMORANDUM

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Unit Heads & Staff  
All Others Concerned  
This Division

From: **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent *R*

Date: December 18, 2020

Subject: **5s (Good Housekeeping) Final Office Evaluation**

1. For information and guidance, the final evaluation of our office 5s (*Good Housekeeping*) will be on January 06, 2020 from 8 o'clock in the morning until 5 o'clock in the afternoon.
2. The evaluation was moved to give time for the completion of all our office projects, such as, comfort room in the Office of the Asst. Schools Division Superintendent, storage room for the General Services Unit, Multipurpose Hall upgrade, and the installation of bricks in front of the new building.
3. Please be informed that all offices will be evaluated including their respective comfort rooms, receiving areas and storage rooms.
4. After the evaluation, a cash reward will be given to the office/unit who obtained the highest rating.
5. Attached is the **5s Assessment Form (Enclosure 1)**, **5s Rating Sheet (Enclosure 2)** and the offices/areas to be evaluated (*Enclosure 3*) for your guidance.



## 5S Assessment Form

**DIVISION:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For each statement, encircle the score that best represents the 5s level for each item in each category.

**Total score for each category and then add category totals.**

<b>SORT</b> Sort out necessary & unnecessary items. The items deemed unnecessary and not being used should be removed from the area (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, PC electronic files, safe)	<b>Very Poor</b> No evidence shown	<b>Poor</b> Few evidence shown	<b>Good</b> Evident in most areas	<b>Very Good</b> Thoroughly evident and applied to all areas	<b>Excellent</b> Continuously looking for ways to make even more improvements
1. Area is clear of unnecessary PCs, Laptops, Printers & other Equipment.	1	2	3	4	5
2. Area is clear of any unnecessary personal things	1	2	3	4	5
3. Items in cupboards or drawers, including desk and file drawers, steel cabinets, have been sorted, separating needed from unneeded (with labels if necessary).	1	2	3	4	5
4. Aisles & adjacent floor areas are clear of non-essential items.	1	2	3	4	5
5. Needed items (in cupboards, drawers, bookshelves, on surfaces, or floors) have been placed at the closest location to where they are used the most to minimize the waste of motion.	1	2	3	4	5
6. Unneeded items have been removed from the work area.	1	2	3	4	5
7. Area is clear of unsightly wires and cables hanging on walls or laying on floors.	1	2	3	4	5
<b>TOTAL</b>					
<b>SET IN ORDER</b> A place for everything and everything in its place so it should be easy to find					
8. All rooms, cubicles & similar areas clearly numbered or named.	1	2	3	4	5
9. Specific areas are beautifully demarcated for garbage/rejects/wastes.	1	2	3	4	5
10. Shows general appearance of orderliness.	1	2	3	4	5
11. Easy to find any item without delay.	1	2	3	4	5
12. There are identified and allocated place for all the materials needed for work.	1	2	3	4	5
13. Stop switches and breakers highly visible and located for easy access in case of emergency.	1	2	3	4	5
14. Fire extinguishers and other emergency equipment prominently displayed and unobstructed.	1	2	3	4	5
15. Ornamental flowers are evident in the office nearby positioned in areas and are unobstructed.	1	2	3	4	5
16. Locations of needed items are labeled and items are in correct locations.	1	2	3	4	5

17. Area is lit, all light fittings are working, and lighting is positioned to ensure maximum benefit.	1	2	3	4	5
18. Well – arranged and labeled contents of drawers and cupboards (a new person should be able to locate without assistance)	1	2	3	4	5
19. Computer cords, cables and wirings are well-kept and hidden.	1	2	3	4	5
<b>TOTAL</b>					
<b>SHINE</b> Keep work area clean and ready to use. Inspect regularly to ensure sort and set in order are maintained.					
20. Adjacent aisles & floors in the area are clean, free of unnecessary items and rubbish.	1	2	3	4	5
21. Equipment (phones, photocopiers, pc's, etc.) and surfaces are clean & free of dust and grime.	1	2	3	4	5
22. Cabinets, PC documents clean, orderly, & up to date.	1	2	3	4	5
23. Windows & walls do not contain posters except in designated areas, no out of date/ irrelevant material. Walls contain paintings.	1	2	3	4	5
24. There is a general appearance of cleanliness all around in the Office	1	2	3	4	5
24.a. Clean and dry comfort rooms with presence of flowers not to exceed 3 as air purifier ( in vases or in pots strategically located, sizes vary in accordance to the size of the CR ).	1	2	3	4	5
<b>TOTAL</b>					
<b>STANDARDIZE</b> Maintain the first three S's and have an awareness of improving neatness.					
25. Employees' 5S roles clearly identified.	1	2	3	4	5
26. Leadership can explain why 5S is important.	1	2	3	4	5
27. All staff can explain the importance of 5S.	1	2	3	4	5
28. Tools, equipment, paperwork, furniture, etc. stored neatly in the designated areas and returned to their proper place after use.	1	2	3	4	5
<b>SUSTAIN</b> The 5S Discipline is embedded so that it becomes a way of life. 5S is no longer an event but routine.					
29. Employees' 5S roles clearly identified.	1	2	3	4	5
30. Display boards, activity charts, notice boards etc., up to date and regularly checked.	1	2	3	4	5
31. Work instructions available in the workplace regularly reviewed/kept up to date.	1	2	3	4	5
<b>Total</b>					
Part 2	3	6	9	12	15
1. Christmas Spirit is felt upon entering the office/vicinity					

2. Healthy, beautiful plants placed in durable and pretty, uniform flower pots/holders not to exceed 5 are strategically located within the Office	3	6	9	12	15
<b>TOTAL</b>					
<b>Part 1 ( 65%)</b>	<b>RATING</b>				
<b>5-S</b>					
<b>SORT</b>					
<b>SET IN ORDER</b>					
<b>SHINE</b>					
<b>STANDARDIZE</b>					
<b>SUSTAIN</b>					
<b>TOTAL</b>					
<b>Part 2 (35%)</b>					
<b>OVER ALL TOTAL</b>					

Evaluated by: \_\_\_\_\_

\_\_\_\_\_

Signature Over Printed Name

Signature Over Printed Name

Total the category scores to find your 5S level:

  
  


**Level 1: 1-28**  
**Level 2: 29-56**  
**Level 3: 57-84**

  
  


**Level 4: 58 - 112**  
**Level 5: 113 - 140**

### Rating Sheets

**OFFICE : BUILDING 1 First Floor**      **DATE:** \_\_\_\_\_

For each statement, encircle the score that best represents the 5s level for each item in each category.

Rating Descriptions:

<b>1</b> <b>Very Poor</b> <i>No evidence shown</i>	<b>2</b> <b>Poor</b> <i>Few evidence shown</i>	<b>3</b> <b>Good</b> <i>Evident in most areas</i>	<b>4</b> <b>Very Good</b> <i>Thoroughly evident And applied to all areas</i>	<b>5</b> <b>Excellent</b> <i>Continuously looking for ways to make even more improvements</i>
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**Total score for each category and then add category totals.**

	Office	AO 5	ASDS	Records	Supply	Receiving/CRs
<b>SORT</b> <b>Sort out necessary &amp; unnecessary items. The items deemed unnecessary and not being used should be removed from the area (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, PC electronic files, safe)</b>	<b>AO +GS</b>	<b>ASDS</b>	<b>Records</b>	<b>Supply</b>	<b>Receiving/CRs</b>	
1. Area is clear of unnecessary PCs, Laptops, Printers & other Equipment.						
2. Area is clear of any unnecessary personal things						
3. Items in cupboards or drawers, including desk and file drawers, steel cabinets, have been sorted, separating needed from unneeded (with labels if necessary).						
4. Aisles & adjacent floor areas are clear of non-essential items.						
5. Needed items (in cupboards, drawers, bookshelves, on surfaces, or floors) have been placed at the closest location to where they are used the most to minimize the waste of motion.						
6. Unneeded items have been removed from the work area.						
7. Area is clear of unsightly wires and cables hanging on walls or laying on floors.						
<b>SET IN ORDER</b> <b>A place for everything and everything in its place so it should be easy to find</b>	<b>AO 5+GS</b>	<b>ASDS</b>	<b>Records</b>	<b>Supply</b>	<b>Receiving/CRs</b>	
8. All rooms, cubicles & similar areas clearly numbered or named.						
9. Specific areas are beautifully demarcated for garbage/rejects/wastes.						
10. Shows general appearance of orderliness.						
11. Easy to find any item without delay.						
12. There are identified and allocated place for all the materials needed for work.						
13. Stop switches and breakers highly visible and located for easy access in case of emergency.						
14. Fire extinguishers and other emergency equipment prominently displayed and unobstructed.						

15. Ornamental flowers are evident in the office nearby positioned in areas and are unobstructed.					
16. Locations of needed items are labeled and items are in correct locations.					
17. Area is lit, all light fittings are working, and lighting is positioned to ensure maximum benefit.					
18. Well – arranged and labeled contents of drawers and cupboards (a new person should be able to locate without assistance)					
19. Computer cords, cables and wirings are well-kept and hidden.					
<b>TOTAL</b>					
<b>SHINE</b> Keep work area clean and ready to use. Inspect regularly to ensure sort and set in order are maintained.	<b>AO 5+GS</b>	<b>ASDS</b>	<b>Records</b>	<b>Supply</b>	<b>Receiving/CRs</b>
20. Adjacent aisles & floors in the area are clean, free of unnecessary items and rubbish.					
21. Equipment (phones, photocopiers, pc's, etc.) and surfaces are clean & free of dust and grime.					
22. Cabinets, PC documents clean, orderly, & up to date.					
23. Windows & walls do not contain posters except in designated areas, no out of date/ irrelevant material. Walls contain paintings.					
24. There is a general appearance of cleanliness all around in the Office					
24.a. Clean and dry comfort rooms with presence of flowers not to exceed 3 as air purifier ( in vases or in pots strategically located, sizes vary in accordance to the size of the CR ).					
<b>STANDARDIZE</b> Maintain the first three S's and have an awareness of improving neatness.	<b>AO 5+GS</b>	<b>ASDS</b>	<b>Records</b>	<b>Supply</b>	<b>Receiving/CRs</b>
25. Employees' 5S roles clearly identified.					
26. Leadership can explain why 5S is important.					
27. All staff can explain the importance of 5S.					
28. Tools, equipment, paperwork, furniture, etc. stored neatly in the designated areas and returned to their proper place after use.					
<b>SUSTAIN</b> The 5S Discipline is embedded so that it becomes a way of life. 5S is no longer an event but routine.					
29. Employees' 5S roles clearly identified.					
30. Display boards, activity charts, notice boards etc., up to date and regularly checked.					
31. Work instructions available in the workplace regularly reviewed/kept up to date.					

**Enclosure 3**

**OFFICES/AREAS TO BE EVALUATED:**

BUILDING 1	BUILDING 2
<p><b>Ground/ First Floor</b></p> <p>ASDS Office</p> <ol style="list-style-type: none"><li>1. Administrative Officer 5</li><li>2. Records Office</li><li>3. Supply Office</li><li>4. Receiving Area, Sala and CR</li><li>5. Storage Rooms</li></ol>	<p><b>Ground/First Floor</b></p> <p>SGOD</p> <p>Medical and Dental Comfort Rooms Office of the Dentist</p>
<p><b>Second Floor</b></p> <ol style="list-style-type: none"><li>1. Receiving Area, CRs</li><li>2. Accounting Office</li><li>3. Budget Office</li><li>4. Human Resource</li><li>5. HR Records Room</li><li>6. Accounting Records Room</li></ol>	<p><b>Second Floor</b></p> <ol style="list-style-type: none"><li>1. CID Office</li><li>2. Office of the Legal Officer</li><li>3. CID Chief's Office</li><li>4. Procurement Office</li><li>5. ITO Office</li><li>6. SDS Secretary</li><li>7. SDS Office</li><li>8. CRs and Receiving Area</li><li>9. RBI/TVBI Room</li></ol>