



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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BY: [Signature]

March 31, 2021

MEMORANDUM

TO: Chief Education Supervisor and Staff, Curriculum Implementation Division
Chief Education Supervisor and Staff, Schools Governance and Operations Division
Section/Unit Heads
All Division Office Personnel
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

Re: **7S EVALUATION OF STORAGE ROOMS**

1. Pursuant to the implementation of ISO 9001:2015 Quality Management System and the 7S Principle, this Office will conduct an evaluation of storage rooms on **April 8, 2021 (Thursday) at 9:00 a.m.** onwards.
2. The following are the evaluators with the corresponding assigned area:

<u>SECTION</u>	<u>PERSONS RESPONSIBLE</u>	<u>LOCATION</u>	<u>EVALUATOR</u>
Property Unit	Mr. Darvy Daguimol	MCCS	Ms. Marsfifth Mamawag
		GAD Multi-Purpose Hall	Ms. Marsfifth Mamawag
Records Unit	Ms. Florabelle Porras	MCCS	Ms. Marsfifth Mamawag
		GAD Multi-Purpose Hall	Ms. Marsfifth Mamawag
Personnel Unit	Ms. Guia Ma. G. Villahermosa	SDO Building 1, 2nd Floor	Ms. Jasmin J. Adriatico
		Casisang SHS, Building A, 3rd Floor	Ms. Sibyl L. Maputi
Cash Unit	Ms. Rufelia J. Limbengco	Casisang SHS, Building A, 3rd Floor	Ms. Sibyl L. Maputi
General Services	Dr. Manuel Dinlayan II	SDO Building 1, Ground Floor (under staircase)	Ms. Jasmin J. Adriatico
		SDO Building 2, Ground Floor (back portion)	Ms. Jasmin J. Adriatico
Accounting Unit	Ms. Rhysa Rosalejos	MCCS	Ms. Marsfifth Mamawag
		SDO Building 1, 2nd Floor	Ms. Jasmin J. Adriatico



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Budget Unit	Ms. Sibyl L. Maputi	MCCS	Ms. Marsfifth Mamawag
Bids and Awards Committee	Ms. Pamela L. Astudillo	MCCS	Ms. Marsfifth Mamawag
LRMDS	Ms. Purisima J. Yap	Casisang SHS, Building A, Ground Floor	Ms. Sibyl L. Maputi
Physical Facilities Unit	Engr. Leslie T. Fontanilla	Casisang SHS, Building A, Ground Floor	Ms. Sibyl L. Maputi
Alternative Learning System (ALS)	Ms. Jasmin J. Adriatico	Casisang SHS, Building A, Second Floor	Ms. Sibyl L. Maputi
		RBI Room	Ms. Sibyl L. Maputi
SDS Office	Mr. Brayon Garces	SDS Office	Ms. Jasmin J. Adriatico
		SDS Secretary's Office	Ms. Jasmin J. Adriatico

3. Enclosed in this Memorandum is the evaluation criteria.
4. Queries relative to this may be relayed to our Internal Auditors of this Office at 09175294358.

7S Assessment Form

DIVISION: _____ SECTION: _____ DATE: _____

For each statement, encircle the score that best represents the 7S level for each item in each category.

Total score for each category and then add category totals.

SORT 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).	Very Poor No evidence shown	Poor Few evidence shown	Good Evident in most areas	Very Good Thoroughly evident and applied to all areas	Excellent 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 photo/gadget/mug & other materials.	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 storage room.	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
TOTAL					
SET IN ORDER AND SAFETY 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 storage.	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 area 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 well lit, all light fittings are working, and lighting is positioned to ensure maximum benefit.	1	2	3	4	5
18. There is labeling indicating 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

TOTAL					
SHINE					
Keep storage 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.	1	2	3	4	5
TOTAL					
STANDARDIZE AND SPIRIT					
Maintain the first three S's and have an awareness of improving neatness.					
25. Employees' 5S roles clearly identified and implemented.	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
TOTAL					
SUSTAIN					
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 and maintained.	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
TOTAL					
CRITERIA			RATING		
SORT					
SET IN ORDER AND SAFETY					
SHINE					
STANDARDIZE AND SPIRIT					
SUSTAIN					
TOTAL					

Total the category scores to find your 5S level:

Level 1: 1-31
Level 2: 32-63
Level 3: 64-95

Level 4: 96-127
Level 5: 128 above

Evaluated by:

Signature Over Printed Name

Signature Over Printed Name