



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

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 DEPED MALAYBALAY CITY DIVISION
 RELEASED 10:40 AM
 DATE: JUL 13 2021
 BY:

UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors – SGOD and CID
 Section/Unit Head
 All Others Concerned

FROM: **VICTORIA V. GAZO**
 Schools Division Superintendent

DATE: July 13, 2021

SUBJECT: **7S EVALUATION OF OFFICES**

- Pursuant to the implementation of ISO 9001:2015 Quality Management System and the 7S Principle, the Office will conduct 7S evaluation of Offices on **July 15, 2021 (Thursday) at 9:00 a.m.** onwards.
- The following are the evaluators with the corresponding assigned area:

<u>OFFICE</u>	<u>LOCATION</u>	<u>PERSONS RESPONSIBLE</u>	<u>EVALUATOR</u>
SDS Office	2 nd Floor, Bldg. 2	Brayan Garces	Virgilin Pizarro
Procurement Unit	2 nd Floor, Bldg. 2	Pamela Astudillo	Virgilin Pizarro
Office of the CID and Chief ES	2 nd Floor, Bldg. 2	Ralph T. Quirog	Sibyl L. Maputi
Legal Services	2 nd Floor, Bldg. 2	Atty. Wincerbogne Pesisano	Lou-Ann J. Cultura
ICT	2 nd Floor, Bldg. 2	Paul John Arias	Lou-Ann J. Cultura
SGOD (2) and Office of the Chief ES	1 st Floor, Bldg. 2	Lorenzo O. Capacio	Jasmin J. Adriatico
LRMDC	Back of Bldg. 2	Purisma J. Yap	Marsfith M. Mamawag
Administrative Section	1 st Floor, Bldg. 1	Manuel Dinlayan II	Woodrow Wilson Merida
Property and Supply	1 st Floor, Bldg. 1	Darvy Dagumol	Woodrow Wilson Merida
Cash Unit	1 st Floor, Bldg. 1	Rufelia J. Limbengco	Jimdandy S. Lucine
Records	1 st Floor, Bldg. 1	Florabelle R. Porras	Jimdandy S. Lucine



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<u>ASDS</u>	<u>1st Floor, Bldg. 1</u>	<u>Glaive May J. Dublas</u>	<u>Sibyl L. Maputi</u>
<u>Accounting</u>	<u>2nd Floor, Bldg. 1</u>	<u>Rhysa Cyle Rosalejos</u>	<u>Marsifith Mamawag</u>
<u>Personnel</u>	<u>2nd Floor, Bldg. 1</u>	<u>Guia Ma. G. Villahermosa</u>	<u>Rachel R. Valde</u>
<u>Budget</u>	<u>2nd Floor, B;dg. 1</u>	<u>Sibyl L. Maputi</u>	<u>Rachel R. Valde</u>

3. Enclosed in this Memorandum is the evaluation criteria.
4. Queries relative to this can be relayed to Marsifith M. Mamawag at 09178803864.



7S Assessment Form

DIVISION: _____

SECTION: _____

DATE: July 15, 2021

LOCATION: _____

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 7S Discipline is embedded so that it becomes a way of life. 7S 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:
