



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent
MEMORANDUM
No. 185, s. 2023

AUG 11 2023

**7s EVALUATION CHECKLIST AND SCHEDULE OF QUALITY WORKPLACE
TEAM(QWT) MONITORING**

To: OIC - Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Administrative Officer V
All Others Concerned

1. Pursuant to Division Memorandum 164, s.2023 titled “Institutionalization of the Division Quality Management Team”, which aims to continuously improve and streamline all internal systems and processes to improve the basic education service delivery and client satisfaction in all aspects of governance and operations, this office would like to inform all concerned of the schedule of the 7s Monitoring and Evaluation in the offices of the SDO functional units (Attachment 2).
2. This activity aims to optimize the physical workspace for efficiency and effectiveness by identifying and storing the items used, maintaining orderliness and cleanliness in the area and sustaining new order to ensure safety of the workers in the most efficient manner.
3. For further guidance, please refer to Attachment 1 (7s Policies and Guidelines).
4. Immediate and wide dissemination of this Memorandum is desired.

NERISSA ROXAS - LOMEDA CESE
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: none

To be indicated in the Perpetual Index
Under the following subjects:

QMS QWT 7S MONITORING EVALUATION

MAMEN/Memo — **7s EVALUATION CHECKLIST AND SCHEDULE OF QUALITY WORKPLACE
TEAM(QWT) MONITORING**

185 / August 10, 2023

NUM-2023-185



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Attachment No. 1

Schools Division Office-Muntinlupa City
7s POLICIES AND GUIDELINES

RATIONALE & SCOPE

- This policy sets guidelines in the implementation of the 7S Program
- Different floors should constantly look for ways to improve their own workplace following the 7s Policies and Guidelines

PROCEDURAL ENFORCEMENT GUIDELINE

A. Policies

1. Definition of Terms:

- a. Seiri (Organization) – identification of the best physical organization of the workplace.
- b. Seiton (Orderliness) – series of steps by which the optimum identified in Seiri are put into place.
- c. Seiso (Cleanliness) – establish the maintenance of a clean environment as an ongoing, continuous program.
- d. Seiketsu (Routine clean-up) – introduction of a formal, rigorous review programme to ensure that benefits of the first three 7S are maintained.
- e. Shitsuke (Discipline-Habit) – set of approaches use to win heart & minds, to make employee want to keep applying best practices in office organization & housekeeping.
- f. Anzen-sei (Safety) – component requiring attention to safe setting.
- g. Seishin (Spirit) – understanding the impact of company culture and importance of respect for employees.

2. All employees are required to conform with the proper guidelines in the implementation of the 7S program.

3. A reward system will be granted & funded from the proceeds of the sale from the War on Waste (WOW) program.





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B. Process/Tool

7s EVALUATION CHECKLIST

Compliance Level:

H- high level of compliance (3 pts)

M- moderate level of compliance (2pts)

L - low level of compliance (1pt)

SORT- must clearly distinguish needed from unneeded items & eliminate the latter.	L	M	H
1. Use materials, equipment and supplies only when they are needed.			
2. Get rid of excess and obsolete equipment and appliances.			
3. Improve space utilization.			
4. Eliminate space taken up by unneeded items.			
5. Remove outdated papers and files, outdated poster, wall boards, slogans and banners.			
6. Reduce cabinets, shelving, lockers containing files.			
7. Label boxes, and shelves for proper filing.			
<i>Suggestions for improvement:</i>			

SET IN ORDER (Simplifying) – keep needed items in the correct place for easy and immediate retrieval	L	M	H
1. Put everything in useable place.			
2. Make every item visible, reachable, and available when needed.			
3. Locate easily missing documents, instructions, keys, office stationeries and other office materials.			
4. Define, clear, shiny, well-marked aisle-ways.			
5. Color coded areas			
6. Post information bulletin			
7. Limit work in process (No pending papers on table)			
8. Post Standard Work Documents (Process Flow)			
<i>Suggestions for improvement:</i>			





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SYSTEMATIZE – To make explicit the reliance on the people factor and the need to continually keep in mind as other steps are undertaken.	L	M	H
1. Equipment/computer are well maintained			
2. Easy and fast access on regularly used items			
3. Directional signages are clearly and appropriately placed			
4. Flowcharts, process maps, and charts are updated			
5. What to do checklist before and after office hours are updated.			
<i>Suggestions for improvement:</i>			

SWEEP – keeping the workplace swept & thoroughly clean.	L	M	H
1. Table or workstation is free of unnecessary items (e.g. paper, ashtray, personal, décor, etc.) specially after office hours.			
2. Damage equipment is/are already scheduled or sent for repair/disposal			
3. Garbage bins are well-kept and sanitized			
4. Ground and walkways are free from litter			
5. No clutter on the working table and area			
6. Floors are kept clean, free from slipping or stripping elements.			
7. Pantry table/area is kept free from food wastes and dirt after use			
8. Comfort rooms are clean and functional with no foul odor			
9. Ceilings, lightings, top of cabinets and equipment are free of dusts and cobwebs			
<i>Suggestions for improvement:</i>			





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STANDARDIZE- standardize clean-up & organization through guidelines.	L	M	H
1. The Office has regular schedule called, 7s Day			
2. Existence of the office service processes (Flowchart).			
3. Mechanism on proper waste management and disposal. (Proper garbage segregation)			
4. Implement “Re-use and Reduce” advocacy. (With own disposable water bottles. Reuse scratch papers)			
5. Hazard warnings are placed conspicuously			
<i>Suggestions for improvement:</i>			

SECURE- attention to safety throughout the other steps	L	M	H
1. Back-up filing whether manually or automated			
2. Items inside the shelves and cabinets are safely kept			
3. Office area, stockrooms, and rooms are properly lighted and ventilated			
4. Areas are kept free from pests. (No cockroaches and mice)			
5. Fire extinguisher, fire alarms, emergency lights, sprinklers, smoke detector, emergency exit, and evacuation plan are available			
6. Power outlets and wiring are well organized and not overloaded			
7. Emergency evacuation route and action plan are posted in conspicuous area.			
<i>Suggestions for improvement:</i>			





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SUSTAIN- To make explicit the reliance on the people factor and the need to continually keep in mind as other steps are undertaken.	L	M	H
1. Regular coordination meeting on QMS/7s			
2. Availability and continuous supply of office materials, and equipment.			
3. Schedule of regular maintenance check-ups of machines and equipment to ensure functionality			
4. Updated functional QMS Internal Auditors			
<i>Suggestions for improvement:</i>			

Name and Signature
of the QWT Internal Auditor

Enforcement Guidelines

1. Monitoring of employees' compliance will be done at least three times a week on a per floor basis after office hours by an assigned 7S patrol using form "Daily Floor Observation Report."
2. One observation will be equal to 1 7S fault and will be tallied at the end of each evaluation date and month.
3. Every quarter, 7S Audit Team composed of 5 Steering Committee members will make 7S quarterly audit on a floor basis using the form "7S Quarterly Evaluation Sheet." Ranking will determine on total highest level plus a tangible value-added point earned from the monthly inspection.
4. Tangible Value Added
 - a. High Level of Compliance : 3 points
 - b. Moderate Level of Compliance : 2 points
 - c. Low Level of Compliance: 1 point





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5. Merits / Awards

- a. **Best Floor For ‘The Month** -lowest cumulative 7S fault found score for the month.
- b. **Most Improved Floor for The Month** – achieved the greatest improvement over the previous month.
- c. **Best Implemented Improvement Idea (Quarterly)**- that achieved the eventual improvement & pays tribute to their creativity.

Effectivity:

This policy shall take effect immediately and will continue to be enforced until rescinded.





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Attachment No. 2

SCHEDULE OF 7s MONITORING AND EVALUATION						
Date	Time	Lead	Mark Joseph C. Fernandez			
		Lead	Ma. Myra E. Namit			
		Team 1	Team 2	Team 3		
		Zoren Gubalane	Eduardo Kondo	Teresa Indap		
		Evangeline Aman	Clarisa Avila	Ma. Theresa C. Dela Rosa		
		Armida Oblinada	Marissa Andanza	Gina Urquia		
		Renante Tejada	Edison Enerlas	Gerry Maligaya		
		Angela Francisco	Mark Anthony Andor	Michael Evan Aguelo		
August 25, 2023	8:00-10:00	OSDS	SGOD	CID		
	10:00-12:00	SGOD	CID	OSDS		
	1:00-3:00	CID	OSDS	SGOD		
September 22, 2023	8:00-10:00	OSDS	SGOD	CID		
	10:00-12:00	SGOD	CID	OSDS		
	1:00-3:00	CID	OSDS	SGOD		
October 27, 2023	8:00-10:00	OSDS	SGOD	CID		
	10:00-12:00	SGOD	CID	OSDS		
	1:00-3:00	CID	OSDS	SGOD		
November 24, 2023	8:00-10:00	OSDS	SGOD	CID		
	10:00-12:00	SGOD	CID	OSDS		
	1:00-3:00	CID	OSDS	SGOD		



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