



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 14 2025

OFFICE MEMORANDUM

QUALITY MANAGEMENT IN THE WORKPLACE

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

1. This policy aims to institutionalize and sustain the 7S of Good Housekeeping in the School Division Office. It fosters a clean, organized, safe, and efficient workplace that promotes productivity and excellence in service.
2. Please see attached Timeline for the Evaluation and 7s Evaluation Checklist for your reference.
3. The Quality Management System (QMS) - Technical Working Group (TWG) will start the evaluation by unannounced any time where in the availability of the members.
4. Immediate and wide dissemination of this Memorandum is desired.

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – QUALITY MANAGEMENT IN THE WORKPLACE
333 / August 13, 2025

UN-2025-333



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

TIMELINE FOR THE EVALUATION

August 18, 2025 (Monday)	Announcement during the Project SERVES
August 26 to September 5, 2025 (3 rd Quarter, 2025)	Unannounce evaluation (3 rd Quarter 2025) Anytime of September 2025 with QMS team (Rating and Observation)
October to December, 2025 (4 th Quarter, 2025)	Un-announce evaluation (4 th Quarter 2025) Anytime of December 2025 with QMS team (Rating and Observation)
Announcement of the winner	December 19, 2025
January to March, 2026 (1 st Quarter, 2026)	Anytime on this date
April to June, 2026 (2 nd Quarter, 2026)	Anytime on this date
July to September, 2026 (3 rd Quarter, 2026)	Anytime on this date
October to December, 2026 (4 th Quarter, 2026)	Anytime on this date

Note: Announcement is every End of the quarter.

Schools Division Office-Muntinlupa City
7s POLICIES AND GUIDELINES

Purpose

This policy aims to institutionalize and sustain the 7S of Good Housekeeping in the school division office and schools. It fosters a clean, organized, safe, and efficient workplace that promotes productivity and excellence in service delivery.

Scope

This policy applies to all personnel in the school division office of Muntinlupa under the Department of Education.

PROCEDURAL ENFORCEMENT GUIDELINE

A. Policies

1. Definition of Terms:

- a. **Seiri (Organization)** – identification of the best physical organization of the workplace.
- b. **Seiton (Orderliness)** – a series of steps by which the optimum identified in Seiri is 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 the benefits of the first three 7S are maintained.
- e. **Shitsuke (Discipline-Habit)** – set of approaches used to win hearts & minds, to make employees 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 the importance of respect for employees.

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

3. A reward system will be given to office employees who exhibit, practice, and implement the 7S.

B. Process/Tool

7s EVALUATION CHECKLIST

Compliance Level:

- E - evident
- NE - not evident

SORT- must clearly distinguish needed from unneeded items & eliminate the latter.	E	NE	Remarks
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 posters, wall boards, slogans, and banners.			
6. Reduce cabinets, shelving, and 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	E	NE	Remarks
1. Put everything in a usable place.			
2. Make every item visible, reachable, and available when needed.			
3. Locate easily missing documents, instructions, keys, office stationery, and other office materials.			
4. Define, clear, shiny, well-marked aisle-ways.			
5. Color-coded areas			
6. Post information bulletin / Post Standard Work Documents (Process Flow)			
7. Limit work in process (No pending papers on the table)			
<i>Suggestions for improvement:</i>			

SYSTEMATIZE – To make explicit the reliance on the people factor and the need to continually keep in mind, as other steps are undertaken.	E	NE	Remarks
1. The equipment/computer is well-maintained			
2. Easy and fast access to 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 is updated.			
6. Ask: <i>What</i> is this? <i>Why</i> is it here? <i>Where</i> should it go? <i>When</i> is it needed? <i>Who</i> uses it? <i>How</i> should it be accessed?			
7. Group similar items together (e.g., tools, supplies, documents). Identify items based on frequency of use (daily, weekly, rarely).			
<i>Suggestions for improvement:</i>			

SWEEP – keeping the workplace swept & thoroughly clean.	E	NE	Remarks
1. Table or workstation is free of unnecessary items (e.g., paper, ashtray, personal, décor, etc.), especially after office hours.			
2. Damaged 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 / Comfort rooms are clean and functional, with no foul odor			
7. Pantry table/area is kept free from food waste and dirt after use / Ceilings, lighting, tops of cabinets, and equipment are free of dust and cobwebs			
<i>Suggestions for improvement:</i>			

STANDARDIZE- standardize clean-up & organization through guidelines.	E	NE	Remarks
1. The Office has a regular schedule called 7s Day (Friday)			
2. Existence of the office service processes (Flowchart).			
3. Mechanism for 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			
6. Fire exits / fire extinguishers and other preventive measures are implemented.			
7. Document clear, step-by-step guidelines on how tasks should be performed (e.g., how to label items, when and how to clean, where tools should be stored). Use visuals like photos, charts, and diagrams to ensure clarity and consistency. Ensure these SOPs are accessible to all employees in their respective work areas.			
<i>Suggestions for improvement:</i>			

SECURE- attention to safety throughout the other steps	E	NE	Remarks
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 detectors, 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 a conspicuous area.			
<i>Suggestions for improvement:</i>			

SUSTAIN- To make explicit the reliance on the people factor and the need to continually keep in mind, as other steps are undertaken.	E	NE	Remarks
1. Regular quarterly 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			
5. Provide continuous training for all staff, both new and existing, to reinforce 7S principles and practices.			
6. Conduct regular and scheduled audits using checklists and scoring systems. Provide feedback and suggestions for improvement based on audit results.			
7. Share 7S audit results, best practices, and success stories through bulletin boards, newsletters, or meetings.			
<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 4 times per quarter after office hours by an assigned QWT floor coordinator 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, the 7S Audit Team, composed of 5 Steering Committee members, will make a 7S quarterly audit on a floor basis using the form "7S Quarterly Evaluation Sheet." Ranking will be determined on the total highest level, plus a tangible value-added point earned from the monthly inspection.
4. Tangible Value Added
 - a. Evident (E)
 - b. Not Evident (NE)

5. Merits / Awards

- a. **Best Implementing Office (Quarterly)**
- b. **Most Improved Implementing Office (Quarterly)**
- c. **Best Implemented Improvement Office**

Effectivity:

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

QUALITY WORKPLACE TEAM

Chairman: **Ms. Noemi A. Valdez**
Administrative V

Members: **Dr. Gina U. Urquia**
EPS-LRMS

Ma. Teresa S. Indap
Nurse II

Jerome M. Tagapan
Engineer III

Eduardo L. Kondo
Project Development Officer II, DRRM



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DAILY TOILET MONITORING CHECKLIST

Floor: _____
 Gender: _____
 Utility-In-Charge: _____

 MONTH: _____

Day	Time		Malinis ba ang CR, toilet bowls, lababo at bintana?	Mayroon bang available na resources para sa mga gamit ng CR?					Mayroon bang kailangan ng "repairs"?				Monitored by	
	AM	PM		Tubig	Sabon	Tabo	Basurahan	IEC Materials	Pambalot ng "Used Sanitary Pads"	Pinto o "Door Locks"	Bintana, Ilaw o Kisame	Gripo		Barado o Sirang Toilet Bowl
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