



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

MEMORANDUM
IOM-2023 69

TO : **ALL DIVISION OFFICE PERSONNEL**

FROM : *Neri C. Ojastro*
NERI C. OJASTRO, Ed.D. CESE
Schools Division Superintendent

SUBJECT : **IMPLEMENTATION OF THE 7S IN THE DIVISION OFFICE OF
NEGROS ORIENTAL**

DATE : September 15, 2023

1. Pursuant to DepEd Order No. 009, s. 2021 titled "Institutionalization of a QMS in DepEd" and DepEd Memorandum No. 14, s. 2022 titled "DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM) in gearing towards ISO 9001:2015 ISO migration, this Office declares the implementation of the 7S in the Division Office of the Division of Negros Oriental;
2. All Division Office personnel are directed to observe strict compliance to the aforementioned subject to ensure quality work environment, help reduce waste and optimize productivity;
3. Attached herewith is a copy of the 7S Checklist containing specific and simplified indicators which serve as a guide for all the personnel in this office. The same checklist shall also be utilized by the 7S Committee and Evaluators for purposes of regular monitoring and assessment; and
4. For information, guidance and strict compliance.

NCO/ JMA-MKP/NLR/ETS/mdp
09/15/23



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15 SEP 2023



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7S Checklist

Name of Unit/Section : _____

Date of Evaluation : _____

	Category	S O R T (SEIRI) sort useful from unnecessary	EVIDENT	NOT EVIDENT
S1-1	Cabinets and shelves	Area clear of unnecessary papers and other office supplies		
S1-2		Personal items placed in designated area		
S1-3		Area clear of outdated, obsolete, unserviceable materials		
S1-4	Desks and tables	Area clear of unused equipment and furniture		
S1-5	Standards for disposal and other storage area	Storage area for necessary items clearly designated		
S1-6		Physical and electronic files neatly organized		
S1-7		No unnecessary items and unserviceable equipment are found in the storage area		
	Category	S E T (SEITON) straighten, set in order	EVIDENT	NOT EVIDENT
S2-1	Office Furniture	Tables, chairs, and cabinets are free from accumulations of discarded papers and other unnecessary objects		
S2-2	Office Equipment	Equipment, computers, peripherals correctly placed for ease of take and return		
S2-3	Labeling	Labeling of cabinets, shelves and files to allow immediate identification		
S2-4	Inventory Control	Documents are filed in accordance with the record retention guidelines (Division Memo No. 408, s. 2023)		
S2-5	Outlining/dividing lines	Office displays such as bulletin board, posters bearing the flow of transactions and documentary requirements and the like, are tidy, free of clutter, labeled and up-to-date		
	Category	S H I N E (SEISO) sanitize, sweep and shine	EVIDENT	NOT EVIDENT
S3-1	Building structure	Floors clean and tidy		
S3-2		Walls, ceilings, dividers clean and in good condition		
S3-3	Racks and cabinets	Racks, shelves, cabinets clean and in good condition		
S3-4	Equipment and tools	Equipment and tools clean and in working condition		
S3-5	Furniture and fixtures	Tables and chairs clean and in good condition		
S3-6	Lighting	Lights functional and sufficient in the working area/office		
S3-7	Ventilation	Sufficient air flow		
S3-8	Cleaning responsibilities	Bins/trash containers emptied on a regular basis.		
S3-9		Office surroundings and hallways clean and orderly		
S3-10	Cleaning Supplies	Cleaning supplies, such as brooms, mops, vacuum cleaners, detergents, disinfectants, and cleaning cloths, are well-stocked and easily accessible in designated cleaning areas		



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	Category	SAFETY and SECURITY	EVIDENT	NOT EVIDENT
S4-1	Emergency	Whistle worn in the ID		
S4-2		Safety equipment (e.g. fire suppression, first aid kit, fire/smoke alarm) easily accessible and functional		
S4-3	Precautionary Measures	All electronic equipment, appliances, and lights are turned off after working hours		
S4-4		Cable, telephone, and computer wires organized, not an obstruction		
S4-5		Clean and friendly comfort room (if applicable)		
S4-6		Office is free from health and physical hazards		
S4-7		Ensure that corridors and pathways are free from any obstruction		
S4-8		Secure cabinets and ensure that heavy objects are below head level		
S4-9	Labeling	Evacuation Plan, Emergency Contact Numbers, and Emergency signs posted in conspicuous place		
	Category	SMILE	EVIDENT	NOT EVIDENT
S5-1	Uniform	Office ID worn at all times		
S5-2		Wearing of prescribed office uniform/ Appropriate office attire		
S5-3	Attitude/Behavior	Stay calm under pressure		
S5-4		Show / demonstrate courtesy at all times		
S5-5		Politeness in handling clients		
S5-6		Proper telephone etiquette		
S5-7	Time Management	Able to handle multiple tasks		
S5-8	Customer Service	Implement "No noon break"		
	Category	STANDARDIZE (SEIKETSU) routine preventive maintenance	EVIDENT	NOT EVIDENT
S6-1	Visual Controls	Visual controls and display boards are used and regularly updated		
S6-2	Responsibilities	Everyone knows his/her responsibilities		
S6-3	Regular Audits	Regular audits set and carried out using checklists and measures		
	Category	SUSTAIN (SHITSUKE) routine defined	EVIDENT	NOT EVIDENT
S7-1	7S System	7S becomes a routine		
S7-2		4:30pm habit is observed		
S7-3	Success stories	Success stories are displayed (i.e. before and after pictures)		

Evaluator/s:

Signature over printed name

Signature over printed name

Signature over printed name