



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 368

TO : MARCELO K. PALISPIS, RACHEL B. PICARDAL, REGINA E. EMPESO, LANI B. YURONG, KARLA P. ANTONIO, RUBY JEAN ESTRELITA M. BIDAURE, PHILIP C. TUBOG, FRANCIS C. AUSTERO, ANTONIO B. BAGUIO, RENANTE A. JUANILLO, ANALEE A. AMORES, DAE P. HABALO, KARL C. CREDO, ATTY. MARJORIE A. PORCINA, REMYLIN V. GAO-GAO, JENNIFER P. PIODOS, LYDIA B. CACAS

FROM :  **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT: **CREATION OF 5S COMMITTEE IN THE DIVISION OFFICE**

DATE: May 30, 2023

1. The 5S is a systematic way of organizing workplaces by eliminating waste, improving flow, and reducing the number of processes where possible. 5S serves as the foundation for continuous improvement activities and provides the base for applying other lean methodologies. It also supports the cornerstones of employee engagement.
2. Along this line the 5S Committee in the Division Office is hereby created, to wit.

Overall Chairperson: MARCELO K. PALISPIS – OIC ASDS

Vice Chairperson: RACHEL B. PICARDAL – SGOD Chief

SORT - Go through all the desks, shelves, cabinets, files, equipment, storage areas, etc. in the office and discard unnecessary items.

Team Leader: RUBY JEAN ESTRELITA M. BIDAURE

Members: PHILIP C. TUBOG, FRANCIS C. AUSTERO,

30 MAY 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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SET – There must be a place for everything to be in its place after use.

Team Leader: REGINA E. EMPESO

Members: LANI B. YURONG, KARLA P. ANTONIO

SHINE – Green marketing is a practice whereby organizations seek to go above and beyond traditional.

Team Leader: ANTONIO B. BAGUIO

Members: RENANTE A. JUANILLO, ANALEE A. AMORES

STANDARDIZE – Set in place rules and policies that support the first three S's.

Team Leader: DAE P. HABALO

Members: KARL C. CREDO, ATTY. MARJORIE A. PORCINA

SUSTAIN – Hold all-together cleaning sessions. Conducts monthly 5S inspections and audits.

Team Leader: REMYLIN V. GAO-GAO,

Members: JENNIFER P. PIODOS, LYDIA B. CACAS

3. The committee is expected to conduct activities leading to the successful implementation of 5S in the Office.

4. For strict compliance of all concerned.

SSF/MKF-JMA-NLR/OASDS-P/MKP
May 30, 2023



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