



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

September 14, 2020

**DIVISION MEMORANDUM**

No. 153, s. 2020

To: All SDO Unit Heads

**HOUSEKEEPING AND 7S (SORT, SYSTEMATIZE, SWEEP, STANDARDIZE, SUSTAIN, SAFETY AND SPIRIT) AUDIT**

1. The Pandemic COVID-19 has undeniably affected the lives of the people. The “new normal activities” which were usually done could no longer be observed due to fear, stress and anxiety. But life has to go on without compromising lives.
2. Despite the current situation, office work shall continue to serve our clientele. However, health protocols should be properly observed at all times. Good working environment has to be in place to enhance the ambiance of the offices. Orderliness and cleanliness are some of the basic good features of a good workplace.
3. In line with this, all SDO Personnel are encouraged to do housekeeping in their respective offices effective September 21, 2020.
4. Suggested activities are:
  - 4.1 observe 7S (Sort, Systematize, Sweep, Standardize, Sustain, Safety and Spirit);
  - 4.2 decluttering of office tables and cabinets;.
  - 4.3 sanitize comfort rooms, lavatory and dining area; and
  - 4.4 update bulletin board/s.
5. All working tables must have been replaced with the new ones.
6. The designated SGOD Personnel as In-charge of housekeeping and 7S will conduct monitoring every last Friday of the month using the existing criteria.
7. For queries, please feel free to contact LEOVAL DG. DELA CRUZ through [leoval.delacruz@deped.gov.ph](mailto:leoval.delacruz@deped.gov.ph) or at cellphone number 09260720265.

seps/sgod2020



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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15

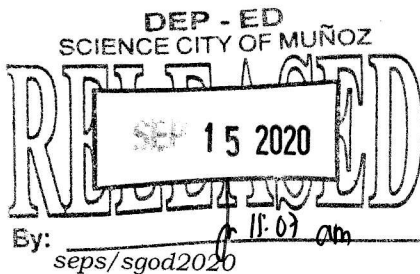


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8. For guidance and compliance.

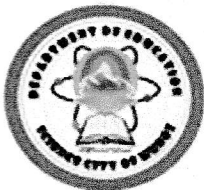
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



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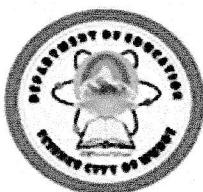


### 7 S AUDIT CRITERIA

Date: \_\_\_\_\_

Unit/Functional Division: \_\_\_\_\_

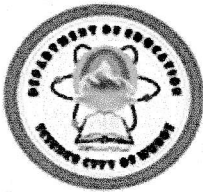
	5	4	3	2	1
<b>1. SORT</b>					
a. Desktop/Table - free from other office items					
b. Chairs - Coats are placed on chairs only when the employees concerned are present					
c. Lockers/Cabinet/drawer - Do not contain unnecessary equipment, tools and materials other than those supplies frequently being used for office work					
d. Fire extinguisher - Properly maintained, located in designated places, properly mounted/labelled and are within 195 to 200 PSI					
e. Waste Can/Bin - Proper disposal of biodegradable, non-biodegradable and recyclable materials					
	5	4	3	2	1
<b>2. SYSTEMATIZE</b>					
a. Labelled Properly - Desk, table, locker, cabinets, drawer, offices and sub-units, exhibits, display, waste bins and the like					
b. Found in Proper Places - Personal computer, laptop, printers, lockers, cabinets, drawers, waste bins and other office supplies					
c. Storage Room/Area - Supplies, equipment and other office materials					
d. Presence of Dividing Lines/Partitions - Sub-units in the office are clearly identify					
e. Bulletin Board - Contain work-related and pertinent information needed in the office					
f. Desk Name Plates - Easy to locate all employees Desk Name Plates					
	5	4	3	2	1
<b>3. SWEEP</b>					
a. Desk, tables, chairs, computer tables, lockers, cabinet, drawers, aisles, floors, windows, personal computers, laptop, printers, photocopies, air-conditioning units, electric fans and the like - clean and free of unnecessary items					
b. Tables, cabinets, console tables - painted/varnished					
c. Comfort Room/s – Functional and maintain cleanliness					
d. Cleaning Materials - Properly keep after use					
	5	4	3	2	1



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<b>4. STANDARDIZE</b>					
a. Office Uniform and Official ID/Office Attire - Employees wear while inside the company premises					
b. Biometrics and Logbooks - Properly use of logbooks and biometric					
c. No Smoking Campaign - Posted label/reminders					
d. DepEd Vision/Mission and Core Values - Posted on wall and memorize					
e. Quality Policy/Objectives/Departmental Objective - Posted on wall and memorize					
f. Desktop/Laptops - Display the Official Logo of the organization					
g. 7 S Poster/Reading Materials - Visible in the office					
h. Feedback Mechanism - Utilization of Costumers Feedback Form					
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>5. SUSTAIN</b>					
a. Office Head/Representative - Present during 7 S Audit					
b. Office Head/Representative - Clear evidence of encouraging office personnel to make 7 S of Good Housekeeping a daily habit					
c. Client/Visitors/Guest - Warmly welcome in the office					
d. Client/Visitors/Guest - There is a clear, polite and concise manner of addressing concerns					
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>6. SAFETY</b>					
a. Hazard-free - Running cords are avoided, paper cutter is hidden when not in use, no overloading of electric outlets					
b. Electrical Sockets/Switch - Labelled properly					
c. Alert, warning, hazard - Labelled with proper symbols					
d. Safety Training for all SDO employees					
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>7. SPIRIT</b>					
a. 7 S team - Established in the Unit					
b. Unit Personnel - Provided capacity-building seminars					



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Legend:

- 5 – Always
- 4 – Most of the time
- 3 – Sometimes
- 2- Seldom
- 1 – Not at all

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