

Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet  
Telefax: (074) 422-6570; (074)422-7501



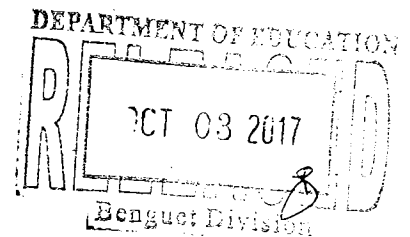
SEPTEMBER 18, 2017

**DIVISION MEMORANDUM**

No. 221 s. 2017

To: **All SDO-Benguet Employees**

From:   
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent



**Subject: Search for the Best Unit/Section/Office of Benguet SDO**

1. In line with the beautification and cleanliness program of SDO- Benguet, a search for the Best Unit/Section/Office will be launched.
2. The search aims to instill to every SDO employee the norm of office keeping like cleanliness, principle of 5S (*Seri* or Sort; *Seiton* or systematize; *Seiso* or sweep; *Seiketsu* or standardize; and *Shitsuke* or sustain), and customer's satisfaction.
3. The sections/units will be composed of:

<b>a. Category A</b> (Big sections/Units with 6 or more personnel)	<b>b. Category B</b> (Small sections/units with 5 and below personnel)	<b>c. Category C</b>
> Accounting Section > Admin/Personnel Section > CID > PSDSs' and CPs' Office > SGOD 1 > SGOD 2 > Health and Nutrition Section	> Records Section > Cash Section > Reproduction Section > Supply Section > Budget Section > Canteen > OASDS/ Legal Unit > Planning and Research	> 1 <sup>st</sup> Floor (Alleys, frontage) > 2 <sup>nd</sup> Floor (Conference Hall, alleys, CR) > 3 <sup>rd</sup> Floor (adivay hall, alleys,CR)

4. The best units/sections will be awarded a certificate of recognition every month and the unit/section who receives many certificates of recognition will be awarded a plaque at the end of the year.
5. The Division PRAISE Committee will be the one to do the judging.
6. Attached is the guidelines for the said search.
7. Immediate dissemination of this memorandum is desired.

ccq/hrds/2017

## GUIDELINES FOR THE SEARCH FOR BEST UNIT/SECTION

- I. **Decorativeness** – includes a year round decoration and monthly decoration following what is the theme for the month.
- II. **Materials** – includes the materials to be used like recycled and localized or indigenized materials.
- III. **5 S Principle** – following the 5s of housekeeping (*SEIRI*/SORT – take out unnecessary items and dispose; *SEITON*/SYSTEMATIZE or SET IN ORDER – arrange necessary items in good order for use; *SEISO*/SWEEP or SHINE – clean your workplace completely; *SEIKETSU*/SANITIZE or STANDARDIZE – maintain high standard of housekeeping; and *SHITSUKE*/SELF-DISCIPLINE or SUSTAIN – do things simultaneously without being told or ordered).
- IV. **Cleanliness** - the quality of being clean or being kept clean.
- V. **Customer Satisfaction** - term that measures how products or services supplied by a company meet or surpass a customer's expectation.

### I. DECORATION (15 %)

DECORATIVENESS	Fair (1)	Good (3)	Excellent (5)
Craftsmanship/consistency	work is not good	Work is of average craftsmanship	Work is beautiful and patiently done
Creativity/Originality	Copied someone else's idea from the same workplace or other work place.	Copied someone else's idea but with modification	Use original idea
Relevant to the Theme	Decoration is not relevant to the theme for the month	Decoration is somewhat relevant to the theme for the month	Decoration is relevant to the theme for the month.

### II. MATERIALS (20%)

USE OF MATERIALS	Fair (2)	Good (6)	Excellent (10)
1. Use of recycled materials	All materials used were bought	Some materials used were recycled but mixed up with new ones	All materials used were recycled
2. Use of localized/indigenous materials	Materials used were not found in the area	Some materials used were found in the locality	All materials used are indigenous/localized

### III. 5 S PRINCIPLE (25)

5 Principles	Fair (1)	Good (3)	Excellent (5)
SEIRI/SORT – take out unnecessary items and dispose	A lot of unnecessary things are at the workplace	Unnecessary things are disposed but not right away	Unnecessary things not found anytime
SEITON/SYSTEMATIZE or SET IN ORDER – arrange necessary items in good order for use	Employee often spend time in looking for necessary things	Necessary things are arranged but not in systematic order (not easy to retrieve or use)	Necessary things are always arranged and in order for quick use
SEISO/SWEEP or SHINE – clean your workplace completely	Workplace as well as the equipment are dirty and untidy, many are scattered around	Workplace and equipment are partially cleaned (center and surface only)	Workplace and machines are completely cleaned (area is free)
SEIKETSU/SANITIZE or STANDARDIZE – maintain high standard of housekeeping	No attention is given to keep workplace neat and tidy	Workplace is tidy but not completely clean.	Dust and dirt is completely shut out
SHITSUKE/SELF-DISCIPLINE or SUSTAIN – do things simultaneously without being told or ordered	No work discipline. People do what they want	People follow rules but just to start work on time, without enough preparation for work	Comes to work early and check workplace area. Cleans work area before and after work.

### IV. CLEANLINESS (20 %)

	Fair (2)	Good (6)	Excellent (10)
Dust visibility	Floor is obviously not swept	Floor is swept and generally clean	Well swept and very clean
litter visibility	Very deplorable state of littering; Visible litter is found everywhere	Litter is visible even with casual observation	Could hardly see any visible litter

### V. CUSTOMER SATISFACTION (20)

	Fair (2.75)	Good (4.75)	Excellent (6.75)
Identifies customer needs	Unable to identify needs or does not listen to customer	Recognizes customer needs	Easily and quickly recognizes customer needs
Uses appropriate tone of voice	Sounds cold; may match angry tone of customers	Frequently uses warm, pleasant tone	consistently uses warm, pleasant tone
Uses appropriate word choice (courtesy)	Occasionally uses appropriate etiquette and positive word choices	Frequently uses appropriate etiquette and positive word choices	Consistently uses appropriate etiquette and positive word choices