MEMORANDUM

TO: All POEA Officials and Employees

SUBJECT: Search for the 5S Model Area

DATE: 27 August 2002

The search is on for the POEA 5S Model Area, which has been launched in May 2002 pursuant to Memorandum Order No. 14, series of 2002.

All POEA Offices/Branch/Division/Units who would like to join in the said search are hereby instructed to submit their letter of intention to the Office of the Director Administrative Branch preferably not later than 12 September 2002.

The following shall be the schedule of activities which shall be judged by trained 5S experts from the different offices of the Department of Labor and Employment (DOLE):

1. Site Assessment  
   September 24, 2002
2. Consolidation  
   September 30, 2002
3. Review/Submission  
   October 31, 2002
4. Announcement of winners  
   December 2002

All offices are encouraged to join.

ROSALINDA DIMAPIL-BALDOZ
Administrator