POEA IMPLEMENTING GUIDELINES ON THE “5S” PROGRAM

In support of the Administration’s efforts to maintain and continually improve the Quality Management System, the following set of Guidelines is hereby prescribed for the implementation of the “5S + 1 Program.”

1. GUIDING PRINCIPLE

The 5S + 1 Philosophy, which stands for Sort, Sanitize, Sweep, Systematize, Self-discipline, and Sustain, shall be the guiding principle for the program as efficient work and quality require a clean environment, safety and discipline. The 5S’ simple and effective rules for tidiness are prerequisites for any improvement program.

2. OBJECTIVES

In support of the POEA’s functional objectives of maintaining an effective Quality Management System. The 5S + 1 Program is continually implemented with the following objectives:

2.1 improve the employees work habits;
2.2 increase productivity;
2.3 improve quality of services rendered;
2.4 improve safety and health;
2.5 reduce costs and minimize waste;
2.6 better maintenance of facilities, equipment and vehicles;
2.7 improve employee’s morale;
2.8 improve employee’s creativity and human relations; and,
2.9 develop teamwork among employees.

3. CREATION OF A 5S COMMITTEE

3.1 A 5S Committee is hereby reconstituted to be composed of the following:

Chairperson  OIC-Director Laura S. Timonera
Administrative Branch

Project Coordinators

Engr. Renato C. Limjuco
General Services & Property Division

Ms. Ramona S. Quijano
Central Records Division
3.2 The members of the Committee/Sub-committees shall perform the following work assignments:

a. The Chairperson shall be responsible for the over-all management of the program and committee activities.

b. The Project Coordinator/s shall be responsible to the coordination of the project implementation, performs record keeping and minutes of the meeting.
c. The Sub-Committee on Planning and Documentation shall be responsible for the preparation of written reports, photos/documentation.

d. The Sub-Committee on Education and Promotion shall conduct/coordinate training relevant to 5S implementation and maintains 5S information corner on all office bulletin boards.

e. The Sub-Committee on Monitoring/Evaluation/Rewards and Incentives shall conduct audit, spot-checking of work areas and monitoring; prepares rules and standards; and recommends rewards and incentive schemes.

4. CRITERIA

Offices/Branches/Divisions/Units who will vie for the "Best 5S + 1 Implementor" shall be classified into two (2) groups, namely: GROUP A – for those performing staff support functions; and GROUP B – for those performing line functions. The following criteria shall be used for selecting the awardees:

<table>
<thead>
<tr>
<th>INDICATOR/S</th>
<th>RATING (in percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cleanliness and Orderliness</td>
<td></td>
</tr>
<tr>
<td>• No dust, no cobwebs</td>
<td>40</td>
</tr>
<tr>
<td>• Garbage cans in place</td>
<td></td>
</tr>
<tr>
<td>• Electrical wires properly and safely kept</td>
<td></td>
</tr>
<tr>
<td>• Equipment in proper place</td>
<td></td>
</tr>
<tr>
<td>• Chairs and tables in proper place</td>
<td></td>
</tr>
<tr>
<td>• Systematic filing system of records</td>
<td></td>
</tr>
<tr>
<td>• Proper labeling system</td>
<td></td>
</tr>
<tr>
<td>• Clocks synchronized</td>
<td></td>
</tr>
<tr>
<td>• Proper grooming of employees</td>
<td></td>
</tr>
<tr>
<td>• Proper wearing of IDs</td>
<td></td>
</tr>
<tr>
<td>2. Physical Condition</td>
<td>25</td>
</tr>
<tr>
<td>• Noise level</td>
<td></td>
</tr>
<tr>
<td>• Proper lighting</td>
<td></td>
</tr>
<tr>
<td>• Proper ventilation</td>
<td></td>
</tr>
<tr>
<td>• Smoke-free</td>
<td></td>
</tr>
<tr>
<td>3. Over-All Physical Appearance/Lay-Out</td>
<td>25</td>
</tr>
<tr>
<td>• Organized workplace</td>
<td></td>
</tr>
<tr>
<td>• Visual control signs in place</td>
<td></td>
</tr>
<tr>
<td>4. Creativity in Implementing Program</td>
<td>10</td>
</tr>
<tr>
<td>• &quot;clean and green&quot; concept</td>
<td></td>
</tr>
<tr>
<td>• 5S bulletin boards in place</td>
<td></td>
</tr>
<tr>
<td>• 5S slogans and posters posted</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>
5. GUIDELINES

5.1 On Office Decorum

5.1.1 Office Attire – All officials and employees are required to wear the prescribed uniform in accordance with the following schedule:

**Male**

<table>
<thead>
<tr>
<th>Days</th>
<th>Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>White Barong or Polo Shirt and Black Pants</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>Green Barong or Polo Shirt and Black Pants</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>Blue Barong or Polo Shirt and Black Pants</td>
</tr>
<tr>
<td>Thursdays</td>
<td>Flesh Barong or Polo Shirt and Black Pants</td>
</tr>
</tbody>
</table>

**Female**

<table>
<thead>
<tr>
<th>Days</th>
<th>Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>White Blouse and Black Pants or Shirt</td>
</tr>
<tr>
<td>Tuesdays</td>
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</tr>
<tr>
<td>Wednesdays</td>
<td>Blue Blouse and Black Pants or Shirt</td>
</tr>
<tr>
<td>Thursdays</td>
<td>Flesh Blouse and Black Pants or Shirt</td>
</tr>
</tbody>
</table>

The following **shall not** be worn at work:

**Male** - shirts without collars; maong pants/jeans; and pedal pushers

**Female** - sleeveless, tight-fitting clothes, revealing clothes/blouses; t-shirts; micro-mini skirts; Capri pants/pedal pushers; and slippers, flip-flops, flat-heeled sandals/slip-ons.

Maong pants/jeans shall be allowed **only on Fridays** and for those who are involved in doing maintenance work.

5.1.2 Office ID – All officials and employees are required to wear their Office ID at all times while in the Office premises.

5.1.3 Decorum

- Employees should, at all times, keep noise level down to a minimum. Be polite, courteous to co-workers and the general public. Shouting, loafing and hanging around the Office premises are not allowed.
- Observe the “no smoking” rule anywhere inside the premises of the Office.

5.2 Use and Maintenance of Office Equipment, Furniture and Other Facilities

5.2.1 Office Desks

- All personal items shall be kept inside the drawers.
- When working, only the following items shall be seen on the desk top:
  - Small calendar or planner
  - Documents/files needed for the day
  - Incoming/outgoing trays
  - Supplies like stapler, staple remover, paper clips, etc.
  - Small flower vase/photo
  - Logbooks (incoming/outgoing)

- Desks shall be cleared by their owners and all documents/files, supplies and paraphernalia must be kept inside the drawers or cabinets at the end of office hours everyday.
- Piling up of document on top of desks is a "no-no."

5.2.2 Office Chairs

- Coats/blazers/jackets should be hung neatly on the back of the chair.
- Individuals should clean their respective chairs.
- Push chair under the desk when leaving the office.

5.2.3 Labeling System

- Each Office (e.g. AO, GASS, LRO, PSO and WEO) shall adopt a uniform labeling system (a font style, size and color) for Filing Cabinets, Personal Documents and Data File Records.

5.2.4 Planter Boxes

- Only plants should be placed in planter boxes
- Documents may be placed in the built-in shelves of planter boxes, provided these are stored in data file boxes and properly labeled.

5.2.5 Bulletin/White Boards

- Only authorized personnel may post information on the POEA bulletin boards located on every floor of the building. The assigned personnel shall ensure that any information posted on bulletin boards is regularly updated.
- Whiteboards shall be cleaned after every use.

5.2.6 Conference/Meeting Rooms

- Tables and chairs shall be returned to their original location after use.
- Proper ventilation and sufficient lighting of rooms shall be maintained.
- The Librarian shall be responsible for the proper dissemination and enforcement of rules relative to the use of the library and the library materials. She/He shall report any violations thereto to the Director of Planning Branch.
- Upon recommendation of the Librarian, outdated newspapers, magazines, and old books shall be disposed of periodically through the POEA Disposal Committee, in accordance with pertinent government rules and regulations on disposal.
- Silence shall be properly observed in the library. Sleeping, eating and idle chatting in the library are strictly prohibited.

5.2.8 Comfort Rooms

- **NO SMOKING** shall be observed inside or in areas near the comfort rooms.
- Toilets shall be flushed after every use.
- Cubicle doors shall always be kept closed.
- Ensure that faucets are turned off when not in use.

5.2.9 Hallways

- Hallways shall be kept free from any obstruction.
- AVOID talking in a loud voice along the hallways.

5.2.10 Telephones

- Telephone equipment shall be cleaned regularly.
- Telephone wires shall be set neatly for safety purposes. For easy use, telephones should be located at the most convenient location in the Division/Unit (i.e. nearest the person assigned to answer the telephone).
- Personal calls shall be limited.
- Telephone calls shall be answered immediately after the second ring.
- Always observe proper telephone etiquette.
- Telephone directories (PLDT, DOLE and POEA) shall be placed near the telephone unit for easy reference.

5.2.11 Elevators

- Observe proper queuing while waiting for your turn.
- Posting of any information materials is prohibited.
- Talking in a loud voice while inside shall be avoided.
- The maximum number of passengers allowed shall be observed by the employees.
5.2.12 Computer and Other Office Machines

- Computers should be used only for official purposes. Playing computer games, chatting etc. during office hours should be avoided.
- Computers, office machines and other equipment shall be cleaned regularly by the staff to whom these are assigned.
- Computers shall be inspected and serviced regularly by the ICT personnel.
- There shall be very limited use of personal/private CDs, VCDs, diskettes etc. in office computers to avoid virus contamination and machine breakdown. In all instances, these should first be subjected to a virus scan.
- Electrical wirings and cables of computers and other office machines shall be set aside neatly for safety purposes.

5.2.13 Radios/Cassette Recorders

- Radios and cassette recorders may be played during office hours, but the volume shall be kept at the maximum level.

5.2.14 Use of Cell Phones

- Put cell phones in silent mode, especially during office hours.
- Engaging in texting/private calls during office hours should be avoided.

5.2.15 Clocks and Other Time Devices

- All clocks and time devices at the office shall be synchronized.

5.2.16 Disposal System

- Disposal/archiving of official files and documents shall be in accordance with the guidelines provided for by the National Archives of the Philippines (NAP) and the Civil Service Commission (CSC).
- All Offices/Branches/Divisions/Units shall observe every last Friday of the month the “Red Tag Day in POEA” and assign this day to clean and sanitize their respective work areas of trash, and to properly identify records and equipment for disposal, in accordance with the rules on disposition of records and equipment.

6. REWARDS AND INCENTIVES SCHEMES

Rewards and Incentives for the “Best 5S + 1 Implementor” shall be given to the Office/Branch/Division/Unit that best exemplifies the implementation of the
Principles of 5S + 1 and/or even introduces its innovations in implementing the 5S Program.

7. BUDGET

Appropriate resources/budget for the “5S Program” shall be set aside for supplies and material, education and promotional activities and rewards and incentives programs.

These Guidelines shall take effect immediately.

Mandaluyong City, 24 May 2010.

[Signature]

JENNIFER JARDIN-MANALILI
Administrator