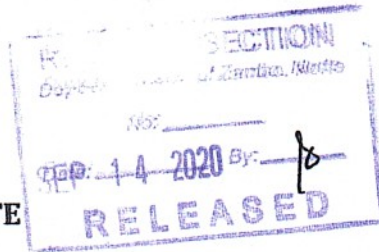




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum
No. 213s. 2020

TO: **Members**, Division Review & Evaluation Committee (DREC)
All Others Concerned
This Schools Division

FROM: **MA. LIZA R. TABILON** EdD, CESO V
Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF THE DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)**

DATE: September 11, 2020

- 1 To fill up vacancies, and to clear responsibility and coordination lines between and among concerned office/unit personnel in treating any requests for establishment, merging, conversion, and naming/renaming of public schools, and separation of school annexes, consistent with provisions under DepEd Order No. 40, s. 2014, re: *Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education*, and under related subsequent issuances, this Office hereby directs the reconstitution of the Division Review and Evaluation Committee (DREC). Please find, Annex 1- the new DREC Composition with its functions and responsibilities.
2. The Committee is hereby directed to convene seasonably and to act PROMPTLY on pending applications for establishment and conversion of schools, and to streamline DREC processes/procedures geared toward efficient service and client satisfaction.
3. Unless sooner revoked or amended, this Memorandum shall take effect IMMEDIATELY.
4. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMMONREITERATION OFADVISORYONWORKARRANGEMENT/SGOD-SMME-DM/09112020



"Be and Do Much Better Each Day with a Sense of Urgency"





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Annex 1

COMPOSITION OF DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)

Chairperson : **Ma. Liza M. Tabilon** EdD, CESO V
Schools Division Superintendent

Vice- Chairpersons: **Judith Romaguera**
ASDS - For 1st Congressional District
Ma. Judelyn J. Ramos
OIC-ASDS - For 2nd Congressional District
Armando Gumapon
OIC- ASDS - For 3rd Congressional District

Focal Person : **Wilson H. Inding** - SEPS , SMM&E
Members:

1. **Lilia E. Abello**, EdD - Chief Education Supervisor, CID
2. **Joy E. Letran-Singson** EMD – Chief Education Supervisor, SGOD
3. **Helen E. Tangon** - Administrative Officer V
4. **Casemera V. Lunjas** – Budget Officer III
5. **Leonido A. Pampilo, Jr** – SEPS, Planning and Research
6. **Giparel B. Elumba** – Planning Officer
7. **Engr. Dave A. Patigayon** – Division Engineer III
8. PTA Division Federation President – Ex Officio

Secretariat:

Jessie E. Elacan - SEPS, SM&N
Jed A. Nieves - EPS II, SMM&E
Doreen B. Ombalino - EPS II, SM&N

2. The Committee shall have the following functions and responsibilities:

- 2.1. Initial evaluation as to the completeness and veracity of the submitted documents
- 2.2. Once all the requirements are complied with, conduct on-site validation as to whether or not the existing school buildings/classrooms or plans for classrooms to be constructed are in accordance with the technical specifications stipulated in the latest DepEd Educational Facilities Manual, the pertinent provisions of the National Building Code and this DepEd Order.
- 2.3. Evaluation of the Staffing Complement/Position Requirement Analysis for purposes of determining the required number of teaching, and non-teaching



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positions (e.g. required number of teachers in the school, based on existing DepEd-DBM staffing standards less existing number of teacher items based on PSIPOP for the Fiscal Year), as well as the funding requirements for PS, MOOE, and CO, on multi-year basis (eg. over the five-year period), without prejudice to consideration of such application for the next/succeeding school years.

- 2.4. Perform such other functions as expressly or impliedly stipulated in DepEd Order 40, s. 2014.



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Division Memorandum
No. 260s. 2020

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
EPSs/PSDSs/SEPSs/Section/Unit Heads
Teaching/Non-Teaching Personnel, Piñan CS & Manukan NHS
Internal Auditors, ZN-SDO
All Others Concerned

FROM :  **MA. LIZA R. TABILON** EdD, CESO V
Schools Division Superintendent

SUBJECT : **5S INTERNAL AUDIT**

DATE : September 17, 2020

1. **5S** is a workplace organization method which is employed to streamline the office services toward the goal of quality management system (QMS) for efficient client service. In its pursuit to achieving this goal, this schools division announces the conduct of 5S Internal Audit on September 29-30, 2020 in the three (3) functional divisions of this office, and in Piñan Central School and Manukan National High School;
2. Please go over Enclosure 1 –Approved Audit Plan for 5S Internal Audit, and Enclosure 2- 5S Diagnostic Checklist, for information, reference and guidance of all concerned;
3. It is imperative that the SDO Internal Audit team shall have convened to discuss the implementation of the audit plan as well as the parameters to be set for the administration of audit checklist;
4. Any queries relative to this activity may be directed to Wilson H. Inding, SEPS, SMM&E, thru 0998-262-2462 (SMART) or to Marie Antonette A. Barrera, ADAS III/Internal Auditor-Documenter thru 0917-303-8198 (GLOBE);
5. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUM5SINTERNALAUDIT/SGOD-SMME-DM44-09172020



N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



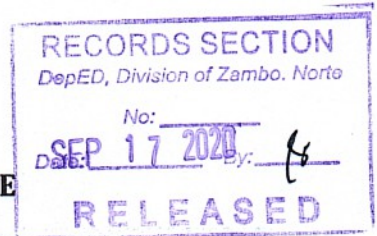
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Enclosure 1

AUDIT PLAN

Objective: To ensure efficient implementation of 5s in compliance with the Quality Management System – ISO 9001: 2015
Audit Scope : School Governance and Operations Division, Curriculum Implementation Division, Administrative Division, Piñan CS & Manukan NHS
Audit Criteria : 5s Audit
Audit Date: September 29-30, 2020
Virtual Venue for Internal Auditors' Meetings : [google.Meet](#)

Audit Team :

Wilson H. Inding	- Lead Internal Auditor
Arcelita B. Zamoras	- Internal Auditor
Anita D. Subebe	- Internal Auditor
Lenie Boy G. Billeno	- Internal Auditor
Leonido A. Pampilo Jr.	- Internal Auditor
Jessie E Elacan	- Internal Auditor
Marie Antonette A. Barrera	- Internal Auditor
Edwin O. Curam	- Internal Auditor
Aries Mark D.R. Nogas	- Internal Auditor
Epifanio Gabame E. Piedad	- Internal Auditor
Joel P. Casalta	- Internal Auditor
Douglas A. Delana	- Internal Auditor
Annabelle E. Oracion	- Internal Auditor

Key Area Personnel :

Joy E. Letran-Singson , EMD	- CES- SGOD
Lilia E. Abello , EdD	- CES- CID
Helen E. Tangon	- AO V- Admn/OSDS
Reynilda Salatandre	- Piñan CS
Arnulfo Subebe	- Manukan NHS

AUDIT ITINERARY

Date	Start	End	Process/Activity	Auditor
Sept 29, 2020	8:30 AM	9:00 AM	Opening Meeting	Audit team
	9:00 AM	4:00 PM	Audit Proper (CID)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad
			Audit Proper (SGOD)	Anita Subebe Lenie Boy Billeno Aries Nogas Joel Casalta
			Audit Proper (Admn/OSDS)	Arcelita Zamoras Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion





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	4:00 PM	5:00 PM	Closing Meeting	Audit team
Sept 30, 2020	8:30 AM	12:00 AM	Audit Proper (Piñan CS)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad Anita Subebe Joel Casalta
			Audit Proper (Manukan NHS)	Arcelita Zamoras Lenie Boy Billeno Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion Aries Nogas
	1:00 PM	2:30 PM	Travel Time	Audit Team
	2:30 PM	4:00 PM	Auditor's Private Time/ Preparation of reports	Audit Team
	4:00 PM	5:00 PM	Closing Meeting	Audit Team

Prepared by

Recommending Approval :

APPROVED:


WILSON H. INDING
SEPS


JOY E. LETRAN-SINGSON, EMD
CES-SGOD/ Internal QA Head
17 SEP 2020


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



Enclosure 2:**DIAGNOSTIC CHECKLIST FOR 5S**

Use the scoring table below to rate your progress with 5S. total your score and check against the Assessment Report table at the end.

Score*	Stage of Readiness
0	Not at all.
1	Little done in that respect.
2	It is done but not systematically.
3	This is being complied with more systematically.
4	There is an ability to maintain it.

5S – CHECKLIST

	REQUIREMENT	SCORE*	REMARKS
1.0	SORT OUT - SEITON		
1.1	Is the floor area free of unwanted items?		
1.2	Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?		
1.3	Are items stored according to frequency of use?		
1.3	Are all walls free of old papers, calendars, pictures, notices, etc.		
1.5	Is there a general clutter free appearance?		
2.0	SET IN ORDER - SEITON		
2.1	Are direction indications available to all facilities from the entrance onwards?		
2.2	Do all items of equipment have identification labels?		
2.3	Are all rooms, cubicles and similar areas clearly numbered or named?		
2.5	Are specific areas demarcated for garbage/rejects/waste, etc.?		
2.6	Are switches, fan regulators, controls, etc. labeled?		
2.7	Are all cables, wires, pipes etc. labeled?		
2.8	Is color coding used effectively for easy identification?		
2.9	Is there a general appearance of orderliness?		
2.10	Is it easy to find any item/document without delay?		
3.0	SHINE - SEISO		
3.1	Are cleaning schedules available and displayed?		
3.2	Are floors, walls, windows doors etc. maintained at a high level of cleanliness?		
3.3	Is use of adequate cleaning tools evident?		
3.4	Are machines, equipment, tools, furniture maintained at a high level of cleanliness and their maintenance schedules displayed?		

3.5	Is there a general appearance of cleanliness all around?		
4.0	STANDARDIZE - SEIKETSU		
4.1	Are all 5S procedures standardized?		
4.2	Are standard check list used to regularly inspect 5S.		
4.3	Are labels, notices etc. standardized?		
4.4	Do isles/gangways have a standard size and color?		
4.5	Are pipes, cables etc. color coded?		
5.0	SUSTAIN - SHITSUKE		
5.1	Is there a system for how and when the 5S activities will be implemented?		
5.2	Does management provide support to 5S programme by recognition, resources and leadership?		
5.3	Have first 3S become a part of the daily work?		
5.4	Do employees show positive interest in 5S activities?		
5.5	Are 5S posters and 5S points of work reminders displayed?		
TOTAL SCORE			

Assessment Report

(Add the score obtained and check the assessment)

Score	Percentage	Maturity Level	Assessment
Less than 30	Less than 25%	Lack of Awareness	You are not aware about the usefulness of 5S
More than 30 and less than 60	More than 25% and less than 50%	No formal Approach	You are randomly practicing 5S
More than 60 and less than 90	More than 50% and less than 75%	Formal Approach	You are on the right track. If your score is close to 90 then you have fully implemented first 4S. at this stage your work place should have a general appearance of orderliness and cleanliness
More than 90 and up to 100	More than 75% and up to 100%	Sustaining Approach	Your management is committed to maintain 5S and employees are showing positive interest in 5S activities