



Bureau of Corrections

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BUC-QM-001

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5S GOOD HOUSEKEEPING

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BUREAU OF CORRECTIONS ISO 9001: 2015 QUALITY WORKPLACE THRU OFFICE 5 S GOOD HOUSEKEEPING

Quality workplace is a totally participating disciplined workforce that eliminates loss and waste of resources and improve working condition for total customers' and stakeholders' satisfaction.

TYPES OF WORKPLACE

- | | |
|---------------------------------|--|
| 3 rd Class Workplace | -where people make a mess and nobody cleans up. |
| 2 nd Class Workplace | -where people make a mess and while another group cleans up. |
| 1 st Class Workplace | -where people don't make a mess and yet everybody cleans up. |

5 S GOOD HOUSEKEEPING

1. Take out unnecessary items and dispose (Seiri/sort/suriin)
2. Arrange necessary items in good order (Seiton/systemize/sinupin)
3. Clean your workplace (Seiso/sweep/simutin)
4. Maintain high standard of housekeeping (Seiketsu/standardize/sigurihin ang kalinisan)
5. Do things spontaneously without being told or ordered. (shitsuke/self-discipline/sariling kusa)

ADDITIONAL 3S FOR ENHANCEMENT OF GOOD HOUSEKEEPING

6. Safety – ensures that potentially hazardous situations are not overlooked while in the midst of excitement of implementing changes that have made our workplace more efficient and easier to operate.
7. Security – identifies and addresses risks to key businesses categories including fixed assets, material, human capital, brand equity, intellectual property, information technology, assets-in-transit, and the extended supply chain.
8. Satisfaction – Employment satisfaction and engagement in continuous improvement activities ensure the improvements will be sustained and improve upon.



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Area: Individual Workstation

Purpose:

1. As official station of the employees
2. For the employees to work on their office responsibilities

Components:

1. Office desk
2. Office chair
3. File cabinet
4. File
5. Computer File/Applications
6. Equipment
7. Work area

Standards:

1. Office desk	<ul style="list-style-type: none"> ➤ Things to be found on top of the table anytime during the day: documents and if necessary, computer set may be placed; no food and valuables; ➤ Only one file of papers or documents; ➤ At the end of the day: nothing can be found on top of the table except for the computer set; ➤ Placing items under the desk/table are prohibited; ➤ Only the bottom drawer is used for personal stuffs.
2. Office chair	<ul style="list-style-type: none"> ➤ All seating units are placed in proper locations and neatly arranged; ➤ At all times, employees' chairs are for respective employees' use only.
3. File cabinet	<ul style="list-style-type: none"> ➤ Closed properly at all times; ➤ File cabinets are labeled according to content; ➤ Personal effects on top of the cabinet are prohibited.
4. Files	<ul style="list-style-type: none"> ➤ Files/documents are neatly arranged and clearly labeled inside drawers/cabinets. Table of content is attached for easy reference; ➤ Current year documents are placed on top level drawer and previous year documents are placed at the lower level drawer; ➤ Files are vertically arranged; ➤ Heavy items are stored at lower levels/layers; ➤ Document filing on the floor is prohibited.



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5. Computer File/ Applications	<ul style="list-style-type: none"> ➤ Personal files are not allowed to be stored; ➤ Documents are properly classified, stored or saved in distinct file folders.
6. Equipment	<ul style="list-style-type: none"> ➤ Multiple electrical connections are properly tied and firmly anchored; ➤ Frequently used tools/equipment are placed near the user; ➤ Less frequently used tools/equipment are placed in a more distant location; ➤ Tools/equipment for “common-use” are placed strategically.
7. Workplace	<ul style="list-style-type: none"> ➤ Workplace is clean and organized, space is maximized; ➤ Back and beneath portion of the cabinet/table or equipment are free from any items and dust; ➤ Items considered appropriate for disposal are taken off; ➤ Equipment/furniture not required for the operation are removed; ➤ Personal property at the workplace such as slippers, extra pair of shoes and others are properly kept ➤ Signage of office names is posted and clearly visible; ➤ Name and designation of employee is placed in front of the table or in a place appropriately visible; ➤ Documents, records and resources shall be prevented from damage or loss; ➤ “First-in-First-out” (FIFO) procedure use of stocks is implemented; ➤ Information on bulletin board is always updated; ➤ Matrix of responsibilities is posted in conspicuous place indicating the names and respective assignments; ➤ “Clean-as-you-go” (CLAYGO) is maintained and practiced daily; ➤ Unnecessary use of cell phone, tablets and the likes are prohibited; ➤ Building/fire code is strictly followed and signage required are posted properly; ➤ Passageways are kept clear and free from any obstructions; ➤ Regular inspection of machinery and equipment is being done to prevent unnecessary deterioration; ➤ Courtesy and discipline are properly observed and maintained; ➤ With user-friendly PWD ramps on all elevated office entrances;



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- Child-care area is provided, if necessary;
- Stairways are provided with hand railing guide/s and step edges with anti-skid material.

Area: Storage Room

Purpose:

1. For storage of office supplies, cleaning materials and other equipment
2. For storage of documents/records for proper disposal.

Standards:

- Closed properly at all times;
- Stock card/record kept outside each cabinet;
- Items for disposal are placed in a proper container with tag or label indicating the content and date;
- Documents, records and resources shall be prevented from damage or loss;
- Unnecessary equipment and materials shall not be found inside the storage room

Area: Employees

Purpose:

1. Proper identification of employees
2. For professional image of employees

Standards:

- | | |
|---------------|---|
| 1. Dress Code | <ul style="list-style-type: none"> ➤ Personnel must wear complete/prescribed uniform at all times; ➤ Employees ID are worn at all times; ➤ Wearing of sleeveless, backless, hanging and plunging dress, short pants and slippers are not allowed within the office premises. |
| 2. Grooming | <ul style="list-style-type: none"> ➤ Hair is neatly cut and combed. ➤ Shoes are properly cleaned and polished. |

Area: Visitors

Purpose:

1. Security of the office and employees
2. For professional image of the office



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Standards:

- All visitors must wear a Visitor's ID or tag;
- Vendors are not allowed in the workplace;
- Visitors wearing slippers and walking shorts are not allowed to go inside offices;
- Visitors wearing sleeveless, backless, hanging and plunging dress, short pants and slippers are not allowed to enter the office.

Area: Telephone Answering

Purpose:

1. Security of the office and employees
2. For professional image of the office

Standards:

- Answers telephone courteously at all times, and return calls promptly;
- Phones are answered within 3 rings;
- The person answering the phone identifies oneself by saying e.g. "Supt. Office, this is Officer Dela Cruz speaking", then the caller identifies himself/herself;
- The caller is advised if the call will be transferred to another person or another department;
- The person answering the phone takes note of the date/time, name and message of the caller if the person he/she is looking for is not available to take the call;



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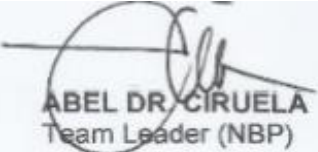
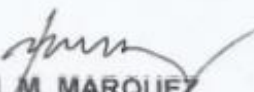






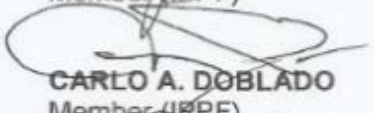
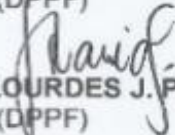

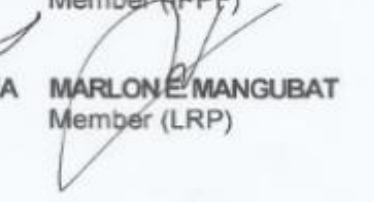
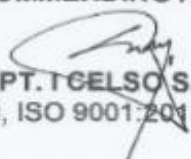
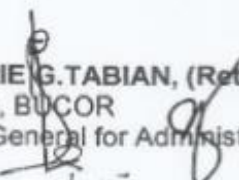
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QUALITY WORKPLACE COMMITTEE

 ABEL DR. CIRUELA Team Leader (NBP)	 NOEL M. MARQUEZ Asst. Team leader (NBP)	 RAYMOND D.L. PENEYRA Member (NBP)
 MARIA LORINDA L. JOSE Member (ARPDMD)	 CATHERINE D. CAPANANG Member (CIW)	 JOMMEL C. REGAL Member (IPPF)
 ANDREW JOHN B. VILLANUEVA Member (DPPF)	 WAYNESTONNE H. DRIZ Member (SRPF)	 CARLO A. DOBLADO Member (IPPF)
 MARIA LOURDES J. PANTALEON Member (DPPF)	 LOUELL CARLO D.C. ESTIPONA Member (SRPPF)	 MARLON E. MANGUBAT Member (LRP)
RECOMMENDING APPROVAL:		
 P/SUPT. CELSO S. BRAVO Head, ISO 9001:2015 Project		
APPROVED/DISAPPROVED:		
 PCSUPT VALFRIE G. TABIAN, (Ret) Officer-In-Charge, BUCOR Deputy Director General for Administration		