



# 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 <sup>rd</sup> Class Workplace | -where people make a mess and nobody cleans up.              |
| 2 <sup>nd</sup> Class Workplace | -where people make a mess and while another group cleans up. |
| 1 <sup>st</sup> 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"> <li>➤ 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;</li> <li>➤ Only one file of papers or documents;</li> <li>➤ At the end of the day: nothing can be found on top of the table except for the computer set;</li> <li>➤ Placing items under the desk/table are prohibited;</li> <li>➤ Only the bottom drawer is used for personal stuffs.</li> </ul>
2. Office chair	<ul style="list-style-type: none"> <li>➤ All seating units are placed in proper locations and neatly arranged;</li> <li>➤ At all times, employees' chairs are for respective employees' use only.</li> </ul>
3. File cabinet	<ul style="list-style-type: none"> <li>➤ Closed properly at all times;</li> <li>➤ File cabinets are labeled according to content;</li> <li>➤ Personal effects on top of the cabinet are prohibited.</li> </ul>
4. Files	<ul style="list-style-type: none"> <li>➤ Files/documents are neatly arranged and clearly labeled inside drawers/cabinets. Table of content is attached for easy reference;</li> <li>➤ Current year documents are placed on top level drawer and previous year documents are placed at the lower level drawer;</li> <li>➤ Files are vertically arranged;</li> <li>➤ Heavy items are stored at lower levels/layers;</li> <li>➤ Document filing on the floor is prohibited.</li> </ul>



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



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

#### **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**

- |                 |  |
|-----------------|--|
| <b>Purpose:</b> | 1. Security of the office and employees<br>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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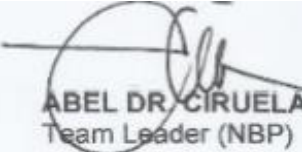
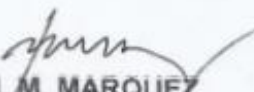






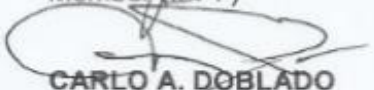
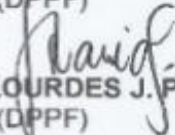
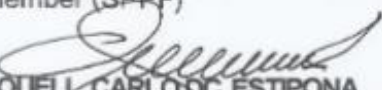
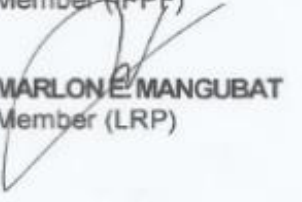
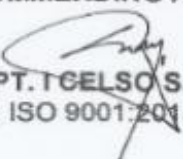
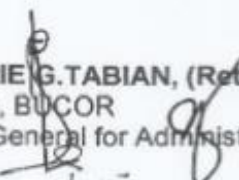
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## QUALITY WORKPLACE COMMITTEE

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