



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0168

To : Assistant Schools Division Superintendent
 Chiefs of the Schools Governance and Operations Division and
 Curriculum Implementation Division
 Alternative Learning System
 All Concerned

Subject : **IMPLEMENTATION OF 7S**

Date : March 26, 2025

1. Pursuant to the current initiative of the Schools Division Office of Panabo City to comply with the requirements of "One DepEd, One QMS," this Office directs all personnel to **strictly implement 7S**. This workplace environment tool ensures that offices observe safety, productivity, efficiency, cleanliness, and sustainability. 7S is composed of the following:

1. Sort - practice of sorting all the mess & clutter within the workplace while keeping only what is require at that time
2. Straighten - to arrange equipment & supplies in a way that optimizes process efficiency and then create a work environment that is uncluttered, organized, and easily navigable
3. Shine - aims to produce a clean workplace without rubbish, dirt, or dust
4. Standardize - commitment to standardize processes & procedures
5. Sustain - involves housekeeping & auditing of the processes tools as well as equipment
6. Safety - everything should be performed with safety as the primary priority
7. Spirit - about changing as well as maintaining the corporate culture with employee engagement at all levels

2. Implementation of the 7S in the offices shall commence on April 2, 2025. Division Chiefs, Section Heads, ALS Coordinator, and QMS Quality Workplace Team shall monitor the progress of the 7S initiative.

3. It is directed that the QMS Quality Workplace Team shall spearhead the activity. Attention: Dr. Raul E. Gacus, Administrative Officer V.



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4. All expenses relative to the implementation of 7S are chargeable against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
5. For your guidance and strict compliance.

Encl: As stated
SGOD/aba/kdgi


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAR 27 2025

RECORDS SECTION SDO PANABO CITY
BY 