




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Reference No. 2024- 54
March 5, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR STAFF

THROUGH : 
JUDE RAY P. LAGUNA
OIC-Administrative and Finance Division


MELODY T. MEMITA
Head, Building Maintenance, Security and General Utility Services Unit

SUBJECT : **GUIDELINES ON THE IMPLEMENTATION OF THE 5S SYSTEM AND ITS REWARDS PROGRAM AT THE DEPARTMENT OF AGRICULTURE-BUREAU OF AGRICULTURAL RESEARCH (DA-BAR)**

I. RATIONALE

The 5S methodology is best summarized by the philosophy of “a place for everything and everything in its place.”

5S is a systematized approach to: organize work areas; keep rules and standards; and maintain the discipline needed to do a good job. It utilizes workplace organization and work simplification techniques for easier, faster, cheaper, safer and a more effective workplace.

II. OBJECTIVES

a. GENERAL

The goal of the 5S program is to make the workplace better by standardizing processes and improving efficiency, employee satisfaction and productivity. It also helps create a culture of discipline to identify problems and create opportunities for improvement

b. SPECIFIC

To encourage, recognize and reward officials and employees of the Department of Agriculture-Bureau of Agricultural Research (DA-BAR) for

their efforts which contribute to the efficiency, economy and improvement in the operations of the Bureau, which lead to organizational productivity¹.

III. METHODOLOGY

The 5S approach, a system of Good Housekeeping at the DA-BAR shall be divided into 5 steps, which are essential for achieving its goal:

a. Sort

This step involves identifying the necessary items in your workspace and eliminating any excess or unnecessary items. This helps to reduce clutter, minimize distractions, and streamline the workspace.

b. Systematize

This step involves organizing the necessary items logically and systematically. This includes assigning a specific location for each item and labelling them for easy identification. This helps to reduce search time and eliminate the need for excess inventory.

c. Sweep

This step involves cleaning and maintaining your individual workspaces. This includes regular cleaning, inspection, and maintenance to ensure everything is in working order and free of defects.

d. Sanitize

This step involves maintaining a high standard of cleanliness at all times. Ensuring that everything is in its right place and that individual workplaces are not cluttered with items that should not be there, and prevent new unnecessary items from being left at the workstation.

e. Self-discipline

This step involves creating a culture of continuous improvement, where the previous four (4) steps are consistently followed, and the workspace is continually optimized.

¹ Excerpt from Department of Agriculture (DA) Order No. 15, s. 2019 re: DA-PRAISE



IV. BEST ORGANIZATIONAL UNIT AWARD (BEST IN IMPLEMENTATION OF THE 5S)

This is granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other predetermined criteria such as Practice of Good Housekeeping (5S), etc. A cash award of not less than the amount of PhP15,000.00 as approved in the Annual Procurement Plan plus a plaque of appreciation shall be awarded to the selected Best Organizational Unit².

The DA-BAR PRAISE Committee shall give emphasis to the timeliness of giving the Best Organizational Award³

CRITERIA

5S Principle	POOR	FAIR	EXCELLENT
SORT (SERI)	A lot of unnecessary things are at the workplace.	Unnecessary items are disposed of but not right away.	Unnecessary things not found at any time.
SYSTEMATIZE (SEITON)	Employees often spend time looking for necessary things.	Necessary things are arranged but not in a systematic order (not easy to retrieve and use).	Necessary things are always arranged in order for quick use.
SWEEP (SEISO)	Workplace as well as the machines are dirty and untidy. Many things are scattered around.	Workplace and machines are partially cleaned. (Center and surface only)	Workplace and equipment/machines are completely clean. Area is free from dust.
SANITIZE (SEIKETSU)	No attention is given to keep the workplace neat and tidy.	Workplace is tidy but not completely clean.	Dust and dirt are completely wiped clean.
SELF-DISCIPLINE (SHITSUKE)	No work discipline. People do what they want/like.	People follow rules. But just to work on time, without enough preparation for work.	Prepares for work. Come early to check equipment/machine condition. Cleans work area before and after work.

² Department of Agriculture (DA) Order No. 15, s. 2019; VI-B.3

³ Department of Agriculture (DA) Order No. 15, s. 2019; VI-B.2



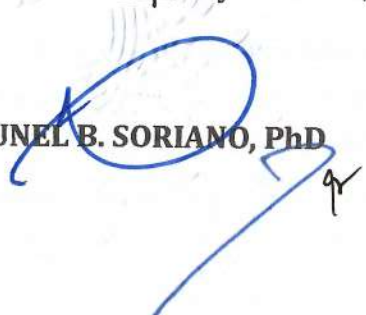
V. REPEALING CLAUSE

All previous orders, memoranda and issuances inconsistent herewith are deemed revoked and superseded.

For the information, guidance and compliance of all concerned.

Done this 4th day of March, 2024

JUNEL B. SORIANO, PhD



V. REPEALING CLAUSE

All previous orders, memoranda and issuances inconsistent herewith are deemed revoked and superseded.

For the information, guidance and compliance of all concerned.

Done this 8th day of March, 2024


JUNEL B. SORIANO, PhD