



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 19, 2025

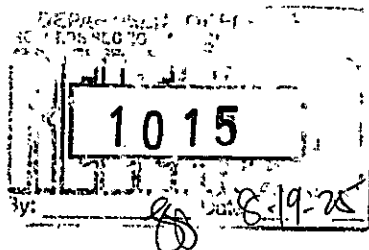
**REGIONAL MEMORANDUM**


No. **1015** s. 2025

**TRAINING COURSE ON 5S QUALITY WORKPLACE (BATCH 2)**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. Attached is a training poster from the Development Academy of the Philippines (DAP) announcing the **Training Course on 5S Quality Workplace (Batch 2)**, which will be conducted on August 26-28, 2025, at the DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.
2. The Regional Functional Divisions (RFDs) and Schools Division Offices (SDOs) are encouraged to designate two participants for this training.
3. The participants' training course fee, transportation, and other expenses shall be charged against the RFD/SDO Local Funds, Maintenance and Other Operating Expenses (MOOE), Disaster Risk Reduction and Management (DRRM) Fund, or other available fund sources, subject to existing accounting and auditing rules and regulations.
4. For inquiries or concerns, contact **Dr. Harvie D. Villamor**, Chief of HRDD, at **hrdd.region8@deped.gov.ph**.
5. Immediate dissemination of this Memorandum is desired.



  
**RONEO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

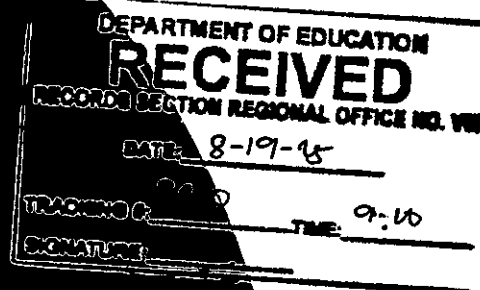
To be indicated in the Perpetual Index under the following subjects:

DAP

QUALITY WORKPLACE

TRAINING COURSE

HRDD-DSS



# TRAINING COURSE ON 5S QUALITY WORKPLACE (BATCH 2)

**26-28 AUGUST 2025**

The course equips participants with the skills to use work simplification techniques to set a clean, organized, safe, standardized, and disciplined work environment essential for a 5S Quality Workplace. 5S refers to the five (5) Japanese words Seiri, Seiton, Seiso, Seiketsu, and Shitsuke that fosters workplace organization and efficiency. 5S is the most basic of the productivity and quality tools and sets the foundation for a culture of productivity and quality improvement. Supportive of employee well-being, 5S is presented with a renewed focus on health and safety

## Training Objectives

At the end of this course, participants will be able to:

- ✓ Explain the principles, practical applications, and benefits of 5S;
- ✓ Discuss the distinction between the basic 5S and its renewed concept;
- ✓ Conduct a 5S Situation Appraisal to assess current workplace condition in the context of 5S;
- ✓ Design a practical 5S action plan for implementation within the agency

## Who should attend

Any employee of an organization regardless of rank, but notably for productivity and quality practitioners, healthcare practitioners, industrial engineers, and human resource or administrative staff.



### On-site

DAP Building, San Miguel Avenue, Ortigas Center, Pasig City



## Course Fee

**PHP 13,860.00 per participant**

- ◆ Fees and training schedules are subject to change without prior notice.
- ◆ Fees are inclusive of 12% VAT, course materials, course certificate, and meals
- ◆ In-house or customized programs available upon request



**REGISTER NOW**

For inquiries, contact Mr. Mark Allan N. Lepatan at [mlepatan@dap.edu.ph](mailto:mlepatan@dap.edu.ph), or 8631-0921 loc. 135.



Development Academy of the Philippines



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