



# DILGinsider

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## 5S: What is it and Why is it important?

Unsafe workplace? Unorganized files? Messy storage area? You would not want any of these office nuisances, would you? Time to learn 5S.



### What is 5S?

5S is derived from 5 Japanese terms which stands for:

JAPANESE	ENGLISH	FILIPINO
Seiri	Sort	Suriin
Seiton	Systematize/Set in order	Sinupin
Seiso	Sweep/Shine	Simutin
Seiketsu	Standardize	Siguruhin ang kalinisan
Shitsuke	Sustain/Self-discipline	Sariling kusa



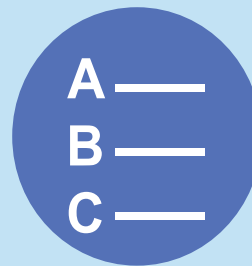
Sort



Set in order



Shine



Standardize



Sustain

5S is a systematized approach to: organize works 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 more effective workplace. Also, it develops positive attitude among workers and cultivates an environment of efficiency, effectiveness and economy.

### What are the benefits of a 5S Program?

5S Implementation Framework	
Management Commitment	Organization of a 5S Committee
<ul style="list-style-type: none"> <li>Should be keen and committed in the program</li> <li>Make an official announcement of the decision to implement the 5S program to the employee</li> <li>Support to implement the off- and on-the-job 5S training plan</li> </ul>	<ul style="list-style-type: none"> <li>Education Committee - provides a continuing educational program on productivity and other related activities</li> <li>Promotion Committee - generates continuing interest and consciousness on productivity through contests or other forms of information drive</li> <li>Evaluation Committee - continuously facilitates the overall assessment of the program</li> </ul>

There you have it. With the 5S program, there is no reason for you and your workplace to be messy and unorganized. As Orison Swett Marden once said, "A good system shortens the road to the goal." (Source: 5S of Good Housekeeping, Philippine Trade Training Center, 2016)

**Daryl M. Jaramilla**

### DILG-CO QUALITY POLICY

We, the DILG Central Office, commit to formulate sound policies and provide effective technical and administrative services to promote excellence in local governance, strengthen local government capacities, and enhance the service delivery of our Regional and Field Offices.