

# NLRC 5S PROGRAM

## THE 5S PROCESS:

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- THE 5S PROCESS, OR SIMPLY "5S", IS A STRUCTURED PROGRAM TO SYSTEMATICALLY ACHIEVE TOTAL ORGANIZATION, CLEANLINESS AND STANDARDIZATION IN THE WORK PLACE. A WELL-ORGANIZED WORKPLACE RESULTS IN A SAFER, MORE EFFICIENT, AND MORE PRODUCTIVE OPERATION. IT BOOSTS THE MORALE OF THE WORKERS, PROMOTING A SENSE OF PRIDE IN THEIR WORK AND OWNERSHIP OF THEIR RESPONSIBILITIES.
- THE IMPLEMENTATION OF THE 5S IN THIS COMMISSION FORMALLY STARTED LAST SEPTEMBER 2005 WITH THE ASSISTANCE OF THE NATIONAL WAGES AND PRODUCTIVITY COMMISSION, AND AS OF 16<sup>TH</sup> DAY OF MARCH 2006, ALL THE EMPLOYEES IN NCR AND MAIN OFFICE HAS ALREADY UNDERGONE 5S ORIENTATION
- TO DATE, A TOTAL OF AT LEAST 20 OFFICES HAVE ALREADY IMPLEMENTED THE SAID PROGRAM.

## UPDATES ON 5S PROGRAMS

### TRAININGS

#### EXECUTIVE LABOR ARBITERS

ALL THE EXECUTIVE LABOR ARBITERS WERE GIVEN A BRIEF ORIENTATION ON THE 5S PROGRAM AT THE ELA'S MEETING HELD ON NOVEMBER 2005. (THEY WERE LIKEWISE DIRECTED TO IMPLEMENT THE SAME IN THEIR RESPECTIVE REGIONAL ARBITRATION BRANCHES WITH THE ASSISTANCE OF THE REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD LOCATED IN THEIR RESPECTIVE AREA OF JURISDICTION.)

#### LABOR ARBITERS

AS OF 28<sup>TH</sup> DAY OF FEBRUARY 2006, ALL THE LABOR ARBITERS ASSIGNED IN THE NCR, AS WELL AS THE REVIEWERS OF THE COMMISSIONERS, WERE FURNISHED WITH THE 5S BRIEFING MANUAL IN LIEU OF THE STANDARD ORIENTATION SEMINAR GIVEN TO THE OTHER EMPLOYEES OF THIS COMMISSION. THIS WAS AGREED UPON BY THE COMMITTEE MEMBERS IN CONSIDERATION OF THE HEAVY WORKLOAD OF THE LABOR ARBITERS. (PLEASE NOTE: THE COMMISSIONERS WERE ALSO GIVEN A COPY OF THE BRIEFING MANUAL.)

#### OTHER EMPLOYEES (INCLUDING RANK AND FILE)

ON 16<sup>TH</sup> DAY OF MARCH 2006, THE 5S COMMITTEE CONDUCTED ITS LAST SEMINAR FOR THE EMPLOYEES OF THE NCR AND MAIN OFFICE BRANCH. BASED ON THE SEMINARS CONDUCTED, INCLUDING THE FOUR (4) TRAININGS BY THE 5S EDUCATION COMMITTEE ON JANUARY 27, FEBRUARY 20 AND 21, 2006 AND MARCH 16, 2006, A TOTAL OF 382 EMPLOYEES HAD ALREADY UNDERGONE THE SAID TRAINING.

## IMPLEMENTATION

BASED ON THE TRAININGS CONDUCTED, A TOTAL OF 20 SELECTED ROOMS HAD FINISHED THE 5S IMPLEMENTATION. AND, AN ADDITIONAL OF 17 ROOMS ARE IN THE PROCESS OF IMPLEMENTING THE SAME.

IN ACCORDANCE WITH THE ACTION PLAN, THE 5S COMMITTEE COORDINATED WITH THE GENERAL ADMINISTRATIVE SERVICES GROUP FOR THE FUMIGATION OF THE OFFICE. ON 17<sup>TH</sup> OF MARCH 2006, THE JANITORIAL SERVICES FINISHED THE FUMIGATION ON THE ENTIRE PPSTA BUILDING.

## MONITORING

AS OF FEBRUARY 17, 2006, THE 5S AUDIT COMMITTEE HAD FINISHED MONITORING THE FOLLOWING ROOMS: OFFICE OF LA COMM. GENILO; OFFICE OF COMM. AQUINO; OFFICE OF COMM. GO; OFFICE OF LA BELEY; OFFICE OF LA ESPIRITU; OFFICE OF LA SALINAS; OFFICE OF LA RIOFLORIDO; OFFICE OF LA PANGANIBAN; OFFICE OF LA BARTOLABAC AND ACCOUNTING DIVISION.

OTHER PARTICIPANT ROOMS ARE OFFICE OF COMM. VELASCO, OFFICE OF COMM. LAGMAN; OFFICE OF LA DEMAISIP; OFFICE OF LA MAGNO.

## STATUS OF THE PROGRAM ON THE RABs, 4<sup>TH</sup> AND 5<sup>TH</sup> DIVISION: (AS OF 28 MARCH 2006)

CAR	STILL UNDERGOING MONITORING
RAB I	RECENTLY COORDINATES WITH RTWPB/ REQUESTING FOR ASSISTANCE
RAB II	ON-GOING IMPLEMENTATION (ON RECORDS MANAGEMENT)
RAB III	ON-GOING MONITORING
RAB IV	SECOND MONITORING ON 17 APRIL 2006; IMPLEMENTATION ON GOING
RAB V	TRAINING FINISHED; PAINTING CEILING AND WALL; NOT YET MONITORED
RAB VI	TRAINING FINISHED; MONITORING AFTER HOLYWEEK
RAB VII	FINISHED WITH MONITORING; IMPLEMENTATION ON GOING
RAB VIII	TRAINING SCHEDULED ON 21 APRIL 2006
RAB IX	TRAINING FINISHED; MONITORING TO BE SCHEDULED
RAB X	TRAINING FINISHED; MONITORING TO BE SCHEDULED
RAB XI	FINISHED IMPLEMENTING 5s IN 2003; BUT THEY HAVE AN ON-GOING 5s DAY EVERY 3 <sup>RD</sup> AND 4 <sup>TH</sup> FRIDAY OF THE MONTH
RAB XII	TRAINING FINISHED, MONITORING TO BE SCHEDULED
RAB XIII	SEMINAR SET ON 30 AND 31 MARCH 2006
4 <sup>TH</sup> DIVISION	ORIENTATION SEMINAR LAST MARCH 13 AND 14 / 5s ON-GOING MONITORING TO BE SCHEDULED
5 <sup>TH</sup> DIVISION	IMPLEMENTATION OF THE FIRST 3s; MONITORING TO BE SCHEDULED
MAIN OFFICE	TRAINING FINISHED LAST MARCH 16, 2006. MONITORING ON-GOING
NCR	( JOINT WITH MAIN OFFICE)