



Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
CITY OF CALAPAN
PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

Camilmil Calapan City, Oriental Mindoro
Tel. Nos. 286-7060/286-2220

SEMINAR WORKSHOP ON 5s

Tamaraw Hall, Provincial Capitol Complex
Calapan City, Oriental Mindoro
March 5-6 '16

POST ACTIVITY REPORT

I. OBJECTIVES

At the end of the activity, the participants will be able to:

- ❖ Acquire skills that would simplify work environment, reduce waste and non-value activity while enhancing quality efficiency;
- ❖ Evaluate their department's work environment in terms of non-conformities (NC) and opportunities for improvement (OFI);
- ❖ Formulate action plans that would eliminate NCs to the program;
- ❖ Propose to top management needed improvements which will require technical, manpower and infrastructure support;
- ❖ Implement agreed improvements in the workplace;
- ❖ Increase efficiency and organization in the workplace to achieve service excellence; and
- ❖ Apply the 5S program for continuous improvement of their working environment.

II. PARTICIPANTS

There were a total of 45 participants in the seminar workshop comprised by 32 permanent employees, six contractual employees and seven Contract of Services employees from the Provincial Budget Office and Office of the Provincial Accountant respectively.

III. DOCUMENTARY REPORT OF THE ACTIVITIES

A. First Day: March 5 (Saturday)

1. Registration and Opening Program

Each participant was given a training manual and name tag during the registration that lasted at around 8:10 AM.



The activity officially began with an opening prayer led by Ms. Miriam E. Miravite. This is followed by the National Anthem and Mr. Rolando M. Abonador's welcome address wherein he acknowledged the presence of the participants and formally introduced, once again, Ms. Miriam E. Miravite, who is the

OIC, Board Secretary VI of National Wages and Productivity Commission Regional Tripartite Wages and Productivity Board IV-B, as the resource speaker.

2. Productivity Orientation

Ms. Miravite initially gave an informational background about the National Wages and Productivity Commission (NWPC) and the Regional Tripartite Wages & Productivity Board (RTWPB) and their mandates. Several key points on productivity and other productivity improvement programs of their agency like ISTIV which stands for Industrious, Systematic, Time-Conscious, Innovative and has strong Value for work were tackled as well before the body was cued for morning snacks.



3. Training Proper for the Day

An ice breaker referred as "weather forecast" was executed by the participants prior the delivery of the speaker's inputs on the subject matter--- 5s for Good housekeeping (Sort, Systematize, Sweep, Standardize, and Self- Discipline) via a power point presentation.

4. Continuing Activity

In the afternoon, the session resumed with a short video presentation of an episode of the 700 Club wherein the speaker is featured.

5. Red Tagging Activity

As the discussion approaches the topic on the Red- tagging System, Mr. Abonador showcased the groupings for Workshop 1. After a number of clarifications on the procedures and instructions from the body it is agreed upon that the activity will cease at exactly 3 o' clock in the afternoon.

6. Group Reporting

When the 1-hour time limit for the “Red Tagging” activity elapsed, the participants assembled again in the conference hall for group consensus and after careful deliberation of each group on their observations, findings on the five (5) audited divisions are exhibited to the body through show of pictures taken during their conduct of the activity. Some common and remarkable observations are the worn- out cushion of supposedly newly- acquired office seats in Provincial Budget Office and the need to clear- off the space at their side door.

Inputs by Ms. Miravite and some of the participants that were taken into account are the following: reiteration on the “Clean as you Go” habit, assignment of designated area for everything, and provision of storage/stockroom for the scattered supplies.

A closing prayer was offered by the resource speaker to cap off the day.

B. Second Day: March 6 (Sunday)

1. Opening Activity



On the second day, the seminar workshop kicked- off with an opening prayer initiated by Ms. Miriam Miravite succeeded by an energizer and a recap or review of the topics discussed on Day 1 in a form of a “Bottle Relay” game wherein, in the tune of “Moves Like Jagger”, a bottle was passed around the group in circle and as the music stops, the person who last got hold of the bottle will answer a question drawn out of it.

2. Training Proper for the Day



Afterwards, the seminar continued with the presentation of the last group who visited the area of the Review and Examination Division of OPA. Synthesis, essential comments and recommendations were done by Mrs. Miravite. Her suggestion for the PGOm to devise an incentive scheme, that she likewise directly addressed to the Provincial Budget Officer and Provincial Accountant respectively, to stimulate awareness and sustain enthusiasm among the employees was one of the notable part of her discourse.

Then, she identified several 5s practical applications at the workplace prior lunchbreak.

3. Instruction for Workshop 2

Meanwhile, still in relation to the conducted Red Tagging Activity, the participants are asked to group themselves as per their division to formulate their corresponding Action Plan using the template enclosed in the provided training manual.

4. Group Presentation

First to present their output is the group from the Accounting Division in which Mr. Abonador emphasized the relevance of acquiring ergonomic chairs. With this, both the speaker and Ms. Pineda expressed their practical ideas on efficient procurement of office supplies, tools and equipment. The former made an implication to the body that they might consider the possibility of enjoining themselves during canvas activity of BAC while the latter shared her experience on her involvement in the purchase of her personal office supplies.

Other remarkable suggestions raised by Mr. Abonador were the color coding of office supplies by division and the





streamlining of the processing of bound accounts for easy transmittal of documents to decongest the area. Insufficient manpower was also claimed as a concern by the division due to the existing vacant position for a bookbinder. According to the group, they are still waiting for someone from the BLOM to vacate the said position however, Mr. Abonador and Ms. Miravite stood up for the fact that everybody is trainable.

Hence, it has been agreed upon that starting March 7 (Monday) the division will be responsible for processing the bound accounts including all necessary attachment.

During the presentation of the remaining groups, Ms. Pineda inferred for the body to request for the PA-MIS to have their computer units assess and to make an inventory of their office's unserviceable materials and equipment. Thus, a meeting with the two members of the PGOM QMS Core Team from the PA-MIS and Provincial Engineer's Office was set.

5. Closing Ceremony

For the concluding part, the participants were tasked to sign-up under each committee of the suggested 5s committee structure, followed by a short prayer led by Mrs. Miravite and photo ops before the training officially ended with the Graduation Rites wherein the participants were awarded Certificates of Completion.



