



KASIGLAHAN VILLAGE NATIONAL HIGH SCHOOL

Philippines



Qualitative Assessment of the 7S Program using 7S Audit Checklist in Kasiglahan Village National High School

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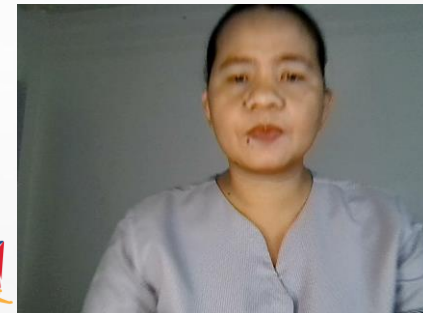
Mary Jane G. Bayaton





INTRODUCTION

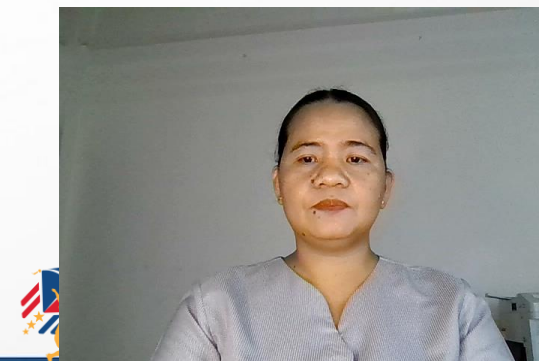
- The Research was conducted last February 2022
- The research aims to assess the effectiveness and create awareness of the 7S Program with a systematized approach to organize work areas, set rules and standards, practice self-discipline as a way of life, and maintain Safety in the workplace in the Kasiglahan Village National High School.
- The proper implementation of the 7S program: Good House keeping in the Department/station.





STATEMENT OF THE PROBLEM

1. What is the demographic profile of the respondents in terms of:
 - 1.1. Gender;
 - 1.2. Age;
 - 1.3. Length of Service; and
 - 1.4. Highest Educational Attainment?
2. How effective is the 7S Program as assessed by faculty members and evaluators using the 7S Audit Checklist in terms of:
 - 2.1. Sorting
 - 2.2. Systematizing
 - 2.3. Sweeping
 - 2.4. Standardizing and
 - 2.5. Sustainability
3. Is there a significant difference in the effectiveness of the 7S program using 7S Audit checklist among the respondents when profile was considered?





Related Foreign or Local Literature and Studies

Orquina (2022) The 7S awards are by the mandate of the Civil Service Commission (CSC) to adopt the measures promoting morale, efficiency, integrity, responsiveness, and courtesy through the merit and rewards system in consonance with the goal of the Government Quality Management Committee (GQMC Circular No. 2017-1) to improve public service by aligning government processes with the international standards for client satisfaction and continuous improvement.





Related Foreign or Local Literature and Studies

The National Economic and Development Authority – Regional Office 1 (NEDA RO1) (2021) conducted an orientation on the 7S of Good Housekeeping that aimed to sustain the productivity of employees and ensure their safety during the current pandemic and beyond to the new normal.

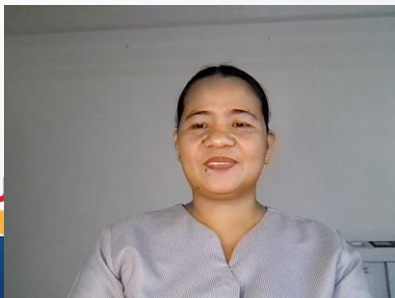




Related Foreign or Local Literature and Studies

Paulise L (2022) 5S is the perfect tool to identify the first improvement projects in your company to eliminate waste.

Mahlaha (2020) A Lean 7S methodology framework to improve efficiency and organizational performance: A review study in an organization, The lean approach is a gradual transformation overall work environment.





Related Foreign or Local Literature and Studies

Bayambang (2018) The 7S aims to instill a greater sense of cleanliness, orderliness, and a positive workplace attitude to deliver a more effective and efficient service to the public.





METHODOLOGY

Research Approach:	Quantitative Approach
Research Design:	Descriptive design
Data collection:	Sampling method





TREATMENT OF DATA

Frequency Distribution and Percentage. It was used to present and analyze the profile of the respondents.

Weighted Mean. It was used to determine the effectiveness of the 7S Program using 7S Audit Checklist towards the use of the scale below:

Scale	Interval	Qualitative Description
5	4.51 - 5.00	Highly Acceptable/ Recommended
4	3.51 - 4.50	Acceptable/ Recommended
3	2.51 - 3.50	Moderate Acceptable/ Recommended
2	1.51 - 2.50	Slightly Acceptable/ Recommended
1	1.00-1.50	Least Acceptable / Recommended

Analysis of Variance (ANOVA). It was used to determine if there was a significant difference in the effectiveness of the 7S Program as assessed by the respondents when grouped according to their profile (age, gender, length of service, and highest educational attainment).



RESULT AND DISCUSSION

Profile: GENDER	Frequency	Percentage
Male	10	23.8
Female	32	76.2
AGE		
20-30	12	28.6
31-40	18	42.9
41-50	12	28.6
More than 50 years old	0	0
LENGTH OF SERVICE		
1-5 Years	10	23.8
6-10	16	38.1
11-15	8	19
16-20	8	19
More than 20 years	0	0
HIGHEST EDUCATIONAL ATTAINMENT		
Bachelor Degree	14	33.3
Bachelor Degree with MA Units	20	47.3
Post Graduate	8	19.1
PhD/ EdD Degree	0	0

Frequency and Percentage Distribution of the Teacher and Evaluator-Respondents' Profile



RESULT AND DISCUSSION

**Summary of 7S Validation Results as assessed by Faculty Members and Evaluators
Table 2**

Indicator	Average Weighted Mean	Qualitative Description
Sort	4.55	Highly Acceptable / Recommended
Systematize	4.63	Highly Acceptable / Recommended
Sweep	4.78	Highly Acceptable / Recommended
Standardize	4.63	Highly Acceptable / Recommended
Sustain	4.68	Highly Acceptable / Recommended

Overall Recommendation of the Respondents Towards Impact of the 7S Program

	Average Weighted Mean	Qualitative Description
Recommendation	4.66	Highly Acceptable /Recommended



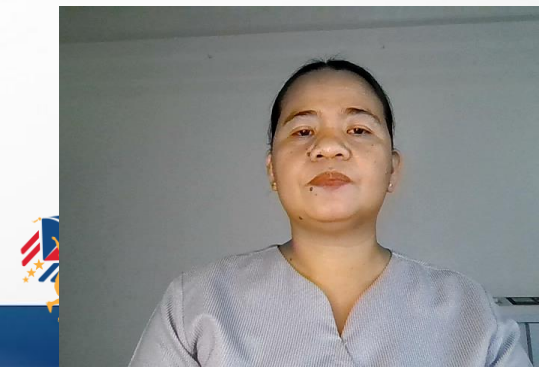
RESULT AND DISCUSSION

Summary of Comparison of Respondents' of the effectiveness of 7S program using the 7S audit checklist

Profile	P-Value	Decision	Remark
Gender	0.802	Accept Ho	Not Significant
Age	0.196	Accept Ho	Not Significant
Length of Service	0.076	Accept Ho	Not Significant
Highest Educational Attainment	0.071	Accept Ho	Not Significant

Legend: Significant at $P < 0.05$

Table 3. Presents the overall recommendation of the respondents towards the Effectiveness of the 7S program. The data reveal that the respondents highly recommend the 7S program in KVNHS.





KASIGLAHAN VILLAGE NATIONAL HIGH SCHOOL
San Jose, Rodriguez, Rizal



7S AUDIT SCORE CARD

DATE: _____ DEPARTMENT/ OFFICE: _____ AUDIT BY: _____
DATE OF AUDIT : _____ TOTAL SCORE OF LAST AUDIT: _____

0	1	2	3	4	5
no effort	slight effort	moderate effort	average effort	above effort	great effort

HOW TO SCORE YOUR AUDIT:
Determine individual scores using the scale above. At the end of each section, add the total points to give you a **SECTION TOTAL** score. Follow the instruction at the end of the audit to calculate your **OVERALL SCORE**

1	Tools/materials have a designated storage area within reach of the user/operator. The location is properly labeled.		
2	Locations for containers, boxes, bins, etc. are clearly defined via sign or marked/lined and properly labeled.		
3	Files and other materials on the drawers/cabinets are properly arranged/labeled.		
4	Stop switches and breakers are highly visible and located for easy access in case of emergency.		
5	Fire hoses, fire extinguishers, first aid kit, and other emergency equipment are prominently displayed and are unobstructed.		
6	All walkways and hallways are clear and free from obstructions.		
7	Tools/ materials/equipment/ and other items needed for daily work are stored at appropriate height and place.		
8	The emergency exit route is posted in a conspicuous location for all to see.		
TOTAL			
SWEETSHINE			
1	Tools/equipment are kept clean and stored properly.		
2	Work surface (machine, workbenches, and other equipment including electrical boxes) are kept clean and painted.		
3	Walls, partitions, rolls, etc. are kept clean and painted.		
4	Floors are free from dirt, debris, oil, and etc.		
5	Files/Documents are not torn, and are kept clean and protected from dirt and other contaminants.		
6	Containers, boxes, bins, etc. are clean and not cracked, torn, or otherwise damaged. When stored, they are neatly stacked in their correct location.		
7	Table, chairs and other furniture are clean and free from unnecessary markings.		
8	All cleaning equipment is neatly stored and is readily available when needed.		
9	All safety-related warnings, signs, labels, floor lines, etc. are clean, easy to read, not damaged, and provide adequate protection.		
10	There is posted schedule showing times, frequency, and responsibilities to clean areas of the workplace such as windows, corners, walls, doors, tops of cabinet, etc.		
TOTAL			

To determine OVERALL SCORE, enter the total score from each section into corresponding field in the table in the SECTION TOTAL. Divide each of these numbers by the one listed to the right of it in the # OF QUESTIONS column. Write the answer in the AVERAGE column. Total the answers to get the final OVERALL SCORE.

7S	SECTION TOTAL	# OF QUESTION	AVERAGE SCORE
SOFT		4	
SYSTEMATIZE / SET		9	
SWEETSHINE		10	
STANDARDIZE		7	
SUSTAIN		3	
OVER ALL SCORE			

OVERALL COMMENTS/SUGGESTIONS:

AREA: _____ AUDIT DATE: _____
AUDITED BY: _____
(Signature over Printed Name)
Noted by: _____
DR. MARICORINEL M. MARASIGAN

Kasiglahan Village National High School
7S RED TAG

GENERAL INFORMATION

Dept/ Office: _____ Tag # _____
Date: _____ Tagged by: _____
Item Name: _____
Asset Code: _____ Serial #: _____
Quantity: _____ Value: _____

CATEGORY

- Instrument/Gauges
- Docs/ Tools
- Equipment
- Furniture
- Medication
- Supplies
- Finished Goods
- Learning Materials
- Office Material
- Cleaning Materials
- WIP (Work in Progress) / Raw

Other: _____

REASON FOR RED TAG

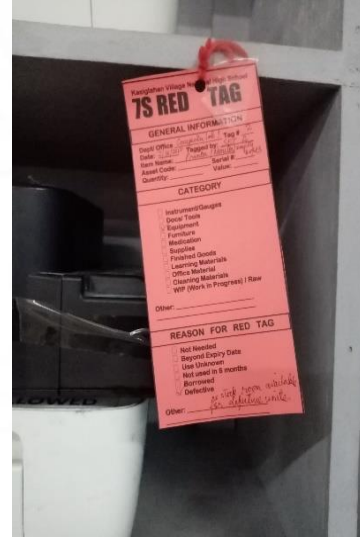
- Not Needed
- Beyond Expiry Date
- Use Unknown
- Not used in 9 months
- Borrowed
- Defective

Other: _____





RESULT AND DISCUSSION



Sulong Blue Rizal!



Sulong Blue Rizal!



RESULT AND DISCUSSION

TESTIMONY ABOUT 7S PROGRAM

For me, working in a place where it is organized and
conclusive is one of the factors that contribute

housekeeping (7s Project) I am one of those who really appreciate
and embrace the program the program, because it became the avenue
of everybody and particularly myself to start creating a pleasant
workplace by sorting, being systematized, Doing the sweeping,
being standardized and maintaining safety. Doing it also develop
self-discipline and making 7s a way of life

of the importance of a cleaner
this I can work efficiently

M. S. DE LA
NAME AND SIGNATURE

TESTIMONY ABOUT 7S PROGRAM

with the 7's program my place became clean orderly and
organized, without obstructions & hazards. I became more aware
of the importance of a cleaner and safer workplace, and with
this I can work efficiently thus improving quality service.

AS A RESULT, TEACHERS CAN EASILY FIND THINGS WHENEVER THEY
ARE NEEDED AND OUR FACULTY ROOM DOESN'T LOOK LIKE CHAOTIC JUST LIKE
BEFORE. I THINK THIS WILL ENHANCE THE QUALITY OF WORK IN OUR DEPARTMENT
AND WILL MAKES US SAFE AS WELL.

... walang tingting sila
dapat na magkakaroon
lagayan ng mga kondiments dapat
nga label
at po sa pag gabay at pag tumo sa amon

NAME AND SIGNATURE





Recommendations and future direction

1. The 7S Program in Kasiglahan Village National High School should maintain the school's cleanliness and orderliness.
2. The 7S Program should also be done in every classroom and not limited to the different offices.





Contribution and Utilization of the Study

The 7S program in Kasiglahan Village National High School had a positive impact on the school and other schools in Rodriguez with a systematized approach to organizing work areas, setting rules and standards, practicing self-discipline as a way of life, and maintaining safety in the workplace. The 240 personnel are inspired, friendly with others, and motivated to see the program's most significant impact. The said program will be implemented in the District of Rodriguez.





**GOOD
HOUSEKEEPING
PROMOTES
SAFETY**

**DO YOUR PART...
PICK UP - CLEAN UP**

Sulong Blue Rizal!



SU
Ed

