



14 November 2023

**MEMORANDUM CIRCULAR NO. 172**  
Series of 2023

**T O: All Department/Unit Heads and Clerks of Visayas State University**

**R E: Attendance to "Unlocking Excellence: The 5S Revolution for Heads and Clerks at Visayas State University" on November 29, 2023**

As part of our commitment to continuous improvement and in preparation for the upcoming ISO 9001:2015 surveillance audit early next year, we are organizing a **virtual 5S training session** for all heads and clerks of Visayas State University on **November 29, 2023**.

The 5S training aims to instill the principles of Sort, Set in order, Shine, Standardize, and Sustain, which are crucial for maintaining an organized and efficient workplace. These practices not only contribute to our overall operational excellence but also play a significant role in ensuring our readiness for the impending audit.

You are hereby enjoined to attend the said activity. Your cooperation and engagement in this training are highly valued, as your contributions will directly impact the overall success of the university in maintaining and enhancing our ISO certification.

**Join Zoom Meeting**

<https://vsu-edu-ph.zoom.us/j/98881247487?pwd=MVRwV0hLNjlxG1XUVl4c250VUlaUT09>

Meeting ID: 988 8124 7487  
Passcode: 372061

For your information and active participation.

**DANIEL LESLIE S. TAN**  
Officer-In-Charge *oic n/16/23*

You are invited

## Unlocking Excellence: The 5S Revolution for Heads & Clerks at Visayas State University



Speaker: Dr. Christina A. Gabrillo



Webinar  
November 29, 2023, 9AM



## PROGRAM

|                                |   |
|--------------------------------|---|
| 08:00-08:30                    | Opening Program                                   |
| Invocation                     | AV  |
| National Anthem                | AV  |
| Rationale &<br>Welcome Message | <b>Ms. Honey Sofia V. Colis</b><br>Director, HRMO |
| 08:31-09:15                    | Understanding 5S Principles                       |
| 09:16-10:00                    | Lecture on SORT (SEIRI)                           |
| 10:01-10:15                    | Break   |
| 10:16-11:00                    | Lecture on SET IN ORDER (SEITON)                  |
| 11:01-12:00                    | Lecture on SHINE (SEISO)                          |
| 12:01-01:00                    | Lunch   |
| 01:01-01:45                    | Lecture on STANDARDIZE (SEIKETSU)                 |
| 01:46-02:30                    | Lecture on SUSTAIN (SHITSUKE)                     |
| 02:31-02:45                    | Break   |
| 02:46-04:15                    | Workshop  |
| Closing Message                | <b>Dr. Daniel Leslie S. Tan</b><br>OIC-President  |
| VSU Hymn                       | AV  |

Master of Ceremonies: **Mr. Poca Joe A. Didal**  
dDRC, DAS