

5S Seminar held in NAMRIA



Dr. Gavino N. Sagarino



Lecture photos of the first and of the second seminar day (center and right photo respectively)



Close to 120 participants from all of the departments of NAMRIA took part in the *5S Seminar: the Practice of Good Housekeeping in the Workplace*. The seminar was held at the NAMRIA lecture hall in the Agency's main office building in Taguig City on 24-26 October 2011. The expert in 5S who served as the seminar's resource person was Dr. Gavino N. Sagarino. Dr. Sagarino is currently a manager at the Manila Water Company, Inc. and a part-time professor at the Far Easter University Institute of Business and Finance.

The holding of the seminar is part of efforts of the Agency to achieve ISO 9001:2008 certification, a venture strongly supported by NAMRIA Administrator Peter N. Tiangco. The three-day seminar enabled the participants to know the importance and benefits of good housekeeping in the workplace, to instill the value of an organized and standardized work environment, and to be able to formulate the Agency's 5S program.

According to the lecture, "5S" refers to the good practice of housekeeping developed by the Japanese and defined in the five Japanese words *Seiri, Seiton, Seiso, Seiketsu, and Shitsuke*. The respective counterpart words in English and the concepts are as follows: **Sort** for keeping only the essential items and eliminating what is not required; **Systematize** for arranging the necessary items in good order; **Sweep** for cleaning the workplace thoroughly; **Sanitize** to refer to a condition where a high standard of good housekeeping is maintained so that there is no dust and rust anywhere; and **Self-discipline** to refer to a condition where all members practice the 4Ss spontaneously and willingly as a way of life, a culture.

The Personnel Management and Development Section of the Agency's Administrative Division facilitated the holding of the seminar. NAMRIA needs to establish next its 5S committee and implement its 5S program. (mpb)



(Picture at left) Last seminar day group picture with the resource person (at center back row) and some of the participants and facilitators

(Pictures below) NAMRIA officials for the three-day seminar welcomed and encouraged the participants to practice 5S. They were (from left to right): DAs Linda S.D. Papa and Jose C. Cabanayan, Jr. and IMD Director John Santiago F. Fabic.

