



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

DIVISION MEMORANDUM

NO. 219, s. 2021

**ORIENTATION OF THE QUALITY WORKPLACE IMPLEMENTATION
GUIDELINES ABOUT THE IMPLEMENTATION OF 7S IN THE
WORKPLACE.**

To: Schools Division Office Personnel and
Schools Non-Teaching Personnels

1. Relative with the release of Regional Memorandum dated July 20, 2020 on the guidelines and procedures of the **Implementation of 7S** in the workplace, DepEd Regional Office No.2, through its Quality Workplace Team (QWT), collaboratively crafted the following documents for ready reference, viz:
 - a. Quality Workplace Guidelines
 - b. Procedure Manual (PM)
 - c. DepEd RO2 7S Checklist
2. These implementation guidelines further aim to set a healthy and safe workplace environment of personnel who, in turn, shall provide their respective clientele with world-class services leading towards customers' delight. **Schools Division Offices (SDOs) may consider aligning their 7s implementation with these guidelines to harmonize DepEd Region 2's QMS efforts.**
3. This office strongly suggests/recommends the conduct of online orientation on the above mentioned tools on **October 26, 2021** at **10:00am** through Google Meet (*will send the link soon on your GC via messenger.*)
4. Participants are Non-Teaching Personnel, Administrative Officers 2, Assistant, Administrative Aides, Casuals, and Job Orders.



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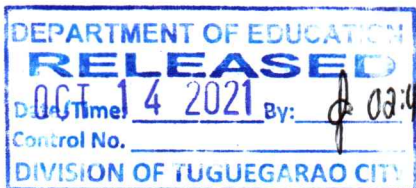
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5. For immediate dissemination and compliance.

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OIC, Office of the Schools Division Superintendent

AO/urld/kntp



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