



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa City

**SPECIAL PROGRAM IN TECHNICAL VOCATIONAL EDUCATION (SPTVE)**  
**SHIELDED METAL ARC WELDING 10**  
**Quarter 3- Week 7**

- I. Topic: Perform Proper Housekeeping  
II. Objectives:  
1. identify the 5s phases,  
2. explain the importance of 5s and,  
3. value the importance of 5s in workplace.

III. Brief Introduction of the Lesson

The 5S is derived from five Japanese terms beginning with the letter “S”

Used to create a workplace that is clean, uncluttered, safe, and well organized.

Japanese	English
Seiri	Sort
Seiton	Systematize
Seiso	Sweep
Seiketsu	Standardize
Shiketsu	Self-Discipline

**SEIRI (Sort)**

Sort out unnecessary items and dispose them properly.

- ✓ Make work easier by eliminating obstacles.
- ✓ Provide no chance being disturbed by unnecessary items.
- ✓ Eliminate the need to take care of the unnecessary items.
- ✓ Prevents accumulation of unnecessary items.

**SEITON (Systematize)**

Arrange necessary items in good order so that they can easily pick for use.

- ✓ Classify necessary items into frequency of handling.
- ✓ Locate jigs and tools that are used very often near to the point of use.
- ✓ Locate the material at the defined position to ensure “First-in, First-out”, as well as to make the work easy.
- ✓ Store and dies molds together with the specific tools necessary for this set-up.
- ✓ Clearly label machinery, equipment parts, jigs, tools and their locations so that everything is understandable and visible to everyone at a glance.





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### **SEISO (Sweep)**

Clean your workplace completely so that there are no dust on the floor, machinery and equipment.

- ✓ To make the workplace clean, safe and comfortable.
- ✓ To make it easy to produce quality products.
- ✓ To check whether the machinery and equipment are in good condition or not.
- ✓ Assign responsible persons to each machine, equipment and area.

### **SEIKETSU (Standardize)**

Maintain high standard of workplace organization and housekeeping at all times.

- ✓ To prevent the deterioration of Seiri, Seiton, and Seiso activities.
- ✓ To minimize causes that will make the workplace dirty and uncomfortable.
- ✓ To protect workers from dangerous conditions.
- ✓ To make the workers happy and vivid giving them a chance to present their talent and creativity.

### **SHITKUSE (Self-discipline)**

Do things spontaneously without being told or ordered.

- ✓ Seiri, Seiton, Seiso, Shitsuke, these 4S's are techniques and actions to make the workplace well-organized.
- ✓ Shitsuke is a condition in which all members practice these 4S's continuously, spontaneously and willingly.
- ✓ Shitsuke is the creation of strong cooperation culture filled with spirit of high productivity through implementation of these 4S's, as well as motivation, education and training for all the members.
- ✓ Management should give good examples





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IV. Activities:

Activity 1.

**Directions:** Write at least 2 specific activity which describes 5S.

1. Sort

\_\_\_\_\_

\_\_\_\_\_

2. Systematize

\_\_\_\_\_

\_\_\_\_\_

3. Sweep

\_\_\_\_\_

\_\_\_\_\_

4. Standardize

\_\_\_\_\_

\_\_\_\_\_

5. Self-Discipline

\_\_\_\_\_

\_\_\_\_\_

Activity 2

**Directions:** Encircle the 5s (5) important words related to our lesson. Hint: words are inside the box.

- |   |
|---|
| 1. SORT<br>2. SWEEP<br>3. SYSTEMATIZE<br>4. STANDARDIZE<br>5. SELF-DISCIPLINE |
|---|

D	A	C	S	N	K	O	P	S	E	R	S
H	S	W	E	E	P	S	L	T	L	A	L
L	O	A	L	A	A	Y	K	A	M	B	K
R	R	B	F	B	B	S	J	N	N	C	J
C	T	C	D	C	C	T	I	D	O	D	I
N	A	D	I	D	D	E	H	A	P	E	H
U	D	E	S	E	E	M	G	R	Q	F	G
D	J	F	C	F	F	A	F	D	R	G	F
A	I	G	I	G	G	T	E	I	S	H	E
F	P	H	P	H	H	I	D	Z	T	I	D
O	B	I	L	I	I	C	C	E	U	J	C
M	D	J	I	J	J	X	B	Y	V	K	B
Y	S	K	N	K	K	M	A	S	W	L	A
Q	W	L	E	L	L	A	B	C	D	E	F





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V. Assessment:

**Directions:** Read the instruction carefully. Match column A with column B. Write the letters of the correct answer on the blanks provided before the number.

COLUMN A	COLUMN B
___ 1. systematize	A. Clean your workplace completely so that there is no dust on the floor, machinery and equipment.
___ 2. sweep	B. Do things spontaneously without being told or ordered.
___ 3. self-discipline	C. Sort out unnecessary items and dispose them properly.
___ 4. sort	D. Maintain high standard of workplace organization and house keeping at all times.
___ 5. Standardize	E. Arrange necessary items in good order so that they can easily pick for use.

VI. Reflection:

**Direction:** Answer the following questions.

1. What is 5S and why is it important?
2. How do you implement 5S?

References:

- Public Technical Vocational High Schools, Competency-Based Learning material, SMAW NCI, (Department of Education 2008)

Writer: Albert B. Sierra

Validator: Gerry V. Domalanta



Centennial Ave., Brgy. Tunasan, Muntinlupa City  
Telephone No: 805-9935 / 805-9938  
www.depedmuntinlupa.edu.ph; sdo.muntinlupa@gmail.com

