



Republic of the Philippines
Province of Sorsogon
MUNICIPALITY OF GUBAT
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2020 – 031

AN ORDER CREATING THE MUNICIPAL 5S STEERING COMMITTEE OF THE MUNICIPALITY OF GUBAT

WHEREAS, Administrative Order No. 161, s. 2006 “Institutionalizing Quality Management System in Government” was issued on 5 October 2006 as one of the National Competitiveness Summit (NCS) Action Agenda to effect actual improvements in public governance in recognition in the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes;

WHEREAS, Executive Order No. 605, s. 2007, “Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program” directs to adopt the ISO 9001:2000 Quality Management Systems as part of the implementation of government-wide quality management program;

WHEREAS, there is a direction from the Provincial Government that all municipalities in the Province of Sorsogon shall undertake the implementation of the Quality Management System in their respective offices certifiable to ISO 9001:2015;

WHEREAS, part of the implementation of the Quality Management System is the incorporation of the 5S process into the organization to achieve improvement and efficiency;

WHEREAS, LGU Gubat is one of the beneficiary agencies of the 5S Good Housekeeping Program facilitated by the Development Academy of the Philippines.

NOW THEREFORE, I, SHARON ROSE GLIPO-ESCOTO, Municipal Mayor of Gubat, Sorsogon, by virtue of the powers vested in me by the Constitution and Laws do hereby order the following:

SECTION 1. CREATION AND COMPOSITION OF THE MUNICIPAL 5S STEERING COMMITTEE. The Municipal 5S STEERING COMMITTEE is hereby organized and shall be composed of the following:

CHAIRPERSON: HON. SHARON ROSE G. ESCOTO
Municipal Mayor



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FOCAL PERSONS: PATRICK OMAR ERESTAIN, Mun. Administrator
KRISTIN ANTIVOLA, Administrative Officer II
MELLETTE TORELLO, Administrative Assistant II
ANNABEL LANON, Administrative Aide III
PEDRO HUBILLA, General Services Representative

MEMBERS: Janeth Perez, SB Representative
Rio Escote, OMAD Representative
Kristine Joy Enaje, OMA Representative
Clarita Laroga, MCR Representative
Criselda Embile, MTO Representative
Nemie Velasco, MPDO Representative
Nancy Datur, BAC Representative
Jose Esteves, MBO Representative
Jennifer Ronato, MEO Representative
Jean Has, MHO Representative
Krizelle Antivola, MSWDO Representative
Renz Bino, MNAO Representative
Paulene Essler, MAO Representative
Dennis Eugerio, MDRRMO Representative
Sherry Mae Yuzon, MTCAO Representative
Rowena Estrellado, MENRO Representative
Frederico Demonteverde, BPLO Representative

SECTION 2. FUNCTIONS.

1. Attend meetings and orientation pertaining to the implementation of 5S program.
2. Formulate a master implementation/ action plan to ensure a successful introduction of 5S to the members of the organization.
3. Create a 5S checklist and specific items that need to be checked regularly within each area.
4. Conduct audit per department to check the effective implementation of the 5S program.





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5. Conduct steering committee meetings to determine the overall direction and the effort being put forth by the staff. Use this information to develop more innovative and practical ways to engage the organization.
6. Formulate strategies that will sustain the implementation of the 5S program.

SECTION 3. FUNDING. The municipality shall allocate funds and resources to undertake the implementation of the QWS and all assessment thereafter.

SECTION 4. MEETINGS. The Municipal QWS Team shall meet quarterly or whenever deemed necessary.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 15th day of October 2020 in the Municipality of Gubat, Sorsogon.


SHARON ROSE GLIPO-ESCOTO
Municipal Mayor