



## Productivity and Development Center 2016 PROJECT ACCOMPLISHMENT REPORT

### I. Project Information

Project Code : QBRCW  
Project Title : Assessment and Training on 5S Good Housekeeping for the Japan International Cooperation Agency – Cotabato Project Office (JICA-CPO)  
Project Start : August 22, 2016  
Project End : October 07, 2016  
Project Price : PHP 183,680.00  
Client Organization : Japan International Cooperation Agency – Cotabato Project Office

### II. Project Team

Project Manager : Chenier Nicu V. Villanueva  
Team Members : Earl P. Tongol  
Homer H. Alcon  
Nory Grace B. Evangelio  
Supervising Fellow : Ma. Theresa A. Agustin  
Center Head : Arnel D. Abanto  
Consultants/ Resource Persons : Earl P. Tongol  
Homer H. Alcon

### III. Project Details

#### Project Description

The JICA – CPO has been active in implementing various interventions to boost peace – building process and promote inclusive development in Mindanao region. To name a few, the realization of the 20 Quick Impact Projects (QIPs) through the Comprehensive Capacity Development Project for the Bangsamoro (CCDP-B) and the transfer of the latest International Roughness Index (IRI) measurement technology, called Dynamic Response Intelligent Monitoring System (DRIMS) to the DPWH-ARMM.

These initiatives are clear demonstrations of JICA-CPO's commitment to effect positive impact and increase its relevance. Further, the organization adheres to improve its overall performance through various means and one of which is the institutionalization of a sound workplace organization system.

It envisions improving the work attitude of its people in the context of workplace productivity improvement and in treating their office as their own home. Recently, JICA – CPO transferred to a new office, which makes it more imperative to establish a 5S Good Housekeeping culture at this early stage.

The 5S Good Housekeeping is the most basic of all the productivity and quality (P&Q) improvement tools. It supports the philosophy (sort, systematize, sweep, standardize, self-discipline) which focuses on good housekeeping and workplace organization as it instills discipline among employees.



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Hence, it is JICA-CPO's thrust to improve overall management systems and processes in order to provide and implement efficient, timely and proactive programs, to foster a good relationship among its people and to support JICA's long-term partnership goals for development. In this regard, the Academy proposed for the **Assessment and Training on 5S Good Housekeeping for the Japan International Cooperation Agency – Cotabato Project Office** as a foundation in setting a quality workplace.

The project formed part of JICA – CPO's 5S Program to be implemented in three (3) phases: (1) Assessment and Training on 5S Good Housekeeping; (2) Technical Guidance on Promotion and Implementation of 5S Good Housekeeping; and (3) Technical Guidance on Developing Sustenance Strategy on 5S Good Housekeeping. Considering the process of change in enhancing the organizational culture by way of this program, it is deemed necessary to divide the program into phases. The time requirement to prepare the organization before moving to the next phase has to be strategically identified to successfully install 5S in the organization. This first phase of the project will cover the conduct of situation appraisal to identify the gaps and best practices on workplace organization. The conduct of the training course on the principles and applications of 5S Good Housekeeping follows.

### Project Objectives

The project set the foundation for the JICA-CPO in building the 5S culture. It covered an assessment that determined how the 5S Good Housekeeping principles and applications can be fully embedded in the organizational culture of JICA-CPO to improve workplace organization and consequently, their performance.

Specifically, the project:

1. Determined the current state of workplace organization;
2. Developed the capabilities of selected officials and employees of the JICA-CPO in preparing for, implementing and sustaining 5S practice; and,
3. Promoted an understanding and appreciation of JICA-CPO officials and staff on the benefits and applications of 5S.

Focus Area : Productivity-driven Development

Project Type : Training

Project Beneficiary : JICA-CPO

Regional Coverage : R12 (SOCCSKSARGEN)

### IV. Project Accomplishments

#### Key Activities Implemented

1. Initial 5S Gap Assessment
2. Lecture and workshop on 5S Good Housekeeping and Implementation Requirements
3. Actual Conduct of the first 3S (Seiri, Seiso, and Seiton)





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### Major Outputs

1. Enhanced program design on 5S
2. Initial Assessment Report
3. Participants trained on how to implement 5S and serve as 5S trainers
4. Documentation Report

### Project Impact

1. The project capacitated majority of the members of the JICA-CPO, especially its key officers and the top management.
2. The participants were able to draft a 5S Implementation Standard/Criteria and viable action plans.


### Lessons Learned

1. Effectiveness of the 5S training design can be achieved if the size and context of the organization and profile of the participants are considered in the preparation up to the actual implementation of the training.
2. Logistical requirements such as meals must be clarified initially with the client especially if the project will be conducted outside Metro Manila and if the client is a private entity.
3. The 5S situation appraisal played an important role in the implementation of the project specifically prior to the conduct of the training. Necessary adjustments on the approach and content was made based from the result of the appraisal to ensure the suitability and appropriateness of the design.

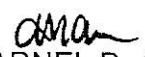
### V. Attachments

- Summary of Evaluation for Course and Speaker

Prepared by:

  
CHENIER NICU V. VILLANUEVA  
Project Manager

Noted / Approved by:

  
ARNEL D. ABANTO  
Center Head

### Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data