

PROCESS WALKTHROUGH – VISIT AT VFO AREA

OIC Director Saul Gonzales accompanied the ISO Team to the VFO office for the conduct of actual process walkthrough.



5S GOOD HOUSEKEEPING APPRAISAL



Unnecessary documents and promotional attached items in the room airconditioner



Boxes of documents on the floor due to limited space



OIC Director explaining that their space area is limited and the modularization project is still to be implemented.





Need for proper wire management



Observe orderliness, keep inventory of supplies such as bond papers in the printer Area, and use markers to know when to replenish



This is a good sample table of staff but still can be improved base on the 5S standards (i.e., no mirror on the table, limited or no pictures at all in the table) that will be formulated for compliance of all employees.