



Republic of the Philippines
Department of Education
CARAGA REGION



May 11, 2023

REGIONAL MEMORANDUM
No. 0374, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REGIONAL PHYSICAL VALIDATION OF WASH IN SCHOOLS (WINS)
PROGRAM IMPLEMENTATION

1. DepEd Caraga shall conduct a physical validation of schools that has reached the national standard of Three Stars on the WINS Online Monitoring System (OMS) for three consecutive years starting 2020 until 2022.
2. The objectives of the physical validation are to:
 - a. confirm the quality and effective implementation of the WINS policy and the manner in the conduct of the daily essential health care activities;
 - b. gather information and evidence on relevant management system of the school continuous improvement, compliance reporting to quality standards and the school's performance management;
 - c. affirm the diligence and monitoring of the division technical working group; and
 - d. as basis for the regional recognition of the school and division on the implementation of the WINS national standards.
3. The conduct of the group essential health care activities (handwashing and tooth brushing) shall be observed during the physical validation. Therefore, adjustment of the usual conduct of the EHCP activities as reflected in the daily class program is considered during the validation dates.
4. Specific schedules of the physical validation are as follows:

DATE	DIVISION / SCHOOL
June 13, 2023	AM: Butuan City Division Butuan City Central Elem. School PM: Obrero Elem. School
June 14, 2023	AM: Tag-abaca Elem. School PM: Silad Mahogany Elementary School
June 15, 2023	AM: Ong Yiu Central Elem. School PM: J.T. Domingo Central Elem. School



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June 19, 2023	AM: Butuan City Division Bit-os Elementary School Villa Kananga Elementary School PM: San Vicente National High School
June 20, 2023	AM: Agusan Pequeno Elem. School PM: Bading Elem. School
June 21, 2023	AM: Butuan City School of Arts and Trades PM: West Central Elem. School
June 22, 2023	AM: Kinamlutan National High School PM: Gabriel Elem. School
June 23, 2023	AM: FR Sibayan Central Elem. School PM: Agusan del Norte Division Jagupit Elem. School

5. Hard copies of the WINS School Monitoring Form, Matrix and 3 Star Status Report from 2020-2021 shall be prepared for references during the validation.

6. The Regional validators are the following:

- | | | |
|---------------------------------|---|-------------------------------|
| 1. Regional Medical Officer | - | Dr. Jumer C. Carlon, Regional |
| 2. Regional Dentist | - | Dr. Anna Liza A. Lerio |
| 3. Nurse | - | Ms. Ellen Grace Evangelio |
| 4. Education Program Supervisor | - | Dr. Alejandro Macadatar |
| 5. Master Teacher II | - | Jimuel A. Diva |

They shall be joined by the Division WINS coordinators of the divisions that shall be validated (Agusan del Norte and Butuan City).

7. Attached is the Enhanced Wash in Schools (WINS) validation tool.

8. Immediate and wide dissemination of this Memorandum to all concerned is desired.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Encl/s.: Enhanced WINS Validation Tool
 Reference/s: DepEd Memorandum No. 068, s. 2021
 To be indicated in the Perpetual Index
 under the following subjects:

OKD

WASH IN SCHOOLS

VALIDATION

ESSD/all
 05/11/2023



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ENHANCED WASH IN SCHOOLS (WINS) VALIDATION TOOL

CATEGORY	THREE STARS STANDARD INDICATORS	EXPECTED MOVs	POINTS	RATE	REMARKS
20% WATER	W.S3-1. Safe drinking water is provided for free for all children in the school at all times	proof of provision in any of the following: 1. MOU of school & donor / minutes of meeting	1		
		2. Updated Potable water analysis result of water supplier or refilling station 2x per year	2		
		3. Presence of potable drinking water in all classrooms & canteen	3		
	W.S3-2. The quality of water supplying the school is tested more than once every calendar year in coordination with the relevant agency / office.	2 water analysis result (every 6 months) per year	2		
		1 water analysis result for the whole year	1		
	W.S3-3. Regardless of source, water for cleaning is available on a daily basis in all school hours	presence of water connection from a potable source (water district) that can supply all school hours	2		
		presence of a functional water tank as storage to supplement the availability of water at all times for cleaning or CR use	2		
		presence of water source from the Barangay that can supply and/or supplement availability of water for cleaning in all school hours	2		
		presence of functional electric or manual water pump (for city or rural areas)	2		
		other water source	1		
20% WATER		TOTAL	20pts.		
COMMONAL TOILETS					
20% SANITATION	S.S3-1. The functional pupil to toilet seat ratio (by gender) is 50 or less; 1:50	.get the total number of functional toilets & divide against the total enrolment of K-G4 for commonal toilets (ex: classroom toilets) ; any functional commonal toilet for secondary schools	1		
		GENDERIZED TOILETS			
		Total number of MALE Grade 5-6 learners for Elem. / G7-G12 for Secondary against the number of MALE toilet	1		
		Total number of FEMALE Grade 5-6 learners for Elem. / G7-G12 for Secondary against the number of FEMALE toilet	1		
		S.S3-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	Note: MOVs shall be determined during actual physical validation: secured toilet with lock, adequate lighting & ventilation. Female toilets must have wrapping materials for used pads	0.5	
	S.S3-3. There is a handwashing facility with soap within or near the toilets	Note: MOVs shall be determined during actual physical validation: presence of functional handwashing facility inside or near the toilet with soap	0.7		
	S.S3-4. There is a facility for washing to female toilets for Menstrual Hub Management (MHM)	Note: MOV shall be determined during the actual physical validation: Menstrual hub or female toilets must have a functional washing facility	0.7		
	S.S3-5. Detached Toilets are located within view of school building and people	Note: MOV shall be determined during the actual physical validation: detached toilets are located within view of school building & people	0.5		
	S.S3-6. There is a toilet accessible to persons with limited mobility	Note: MOV shall be determined during the actual physical validation: the school has toilets that are accessible to persons with limited mobility	0.5		
	S.S3-7. Daily cleaning of toilets and handwashing facilities	Note: MOV shall be determined during the actual physical validation: a clear Schedule of cleaning the toilets & facilities must be visible to the concerned Grade level learners	0.5		
	S.S3-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities comes from the regular school budget (i.e. MOOE) and / or other DepEd funds	Note: MOV shall be determined during the actual physical validation: A photocopy of the last 3 years of AIP / APP highlighting the inclusion of repair & maintenance of toilets, facilities from the regular school budget & other DepEd funds	1		
	S.S3-9. No burning of waste	Note: MOV shall be determined during the actual physical validation: There should be no traces of burning waste seen on the ground or in other areas of the school	0.5		
		Presence of segregated trashbins with cover in all classrooms (minus points if there are classrooms that has no segregated trash bins)	0.4		

20% SANITATION	S.S3-10. Segregated trash bins with cover are available in all classrooms, toilets, canteens, offices, clinics, play areas, gardens, hallways, and gyms	Presence of segregated trashbins with cover in all school canteens	0.5		
		Presence of segregated trashbins with cover in all school offices	0.5		
		Presence of segregated trashbins with cover in school clinic	0.5		
		Presence of segregated trashbins with cover in the school ground or play areas	0.5		
		Presence of segregated trashbins with cover in the school garden area	0.4		
		Presence of segregated trashbins with cover in the school hallways	0.4		
		Presence of segregated trashbins with cover in the school gym / covered court	0.4		
	S.S3-11. Comprehensive waste segregation system is in place, such as policy, facility and practice, and sanctions for non-compliance	Note: MOVs shall be seen during the physical validation: Labelled trash bins, hard copy of the school policy & sanctions	1		
	S.S3-12. Garbage is collected at least twice a week or a school has compost facility for biodegradable waste and materials recovery facility (MRF) for recyclable waste.	Note: MOVs shall be seen during the physical validation: Presence of functional MRF in the school	0.5		
		Note: MOVs shall be seen during the physical validation: MOU or received request of School requesting the LGU for a regular garbage collection	0.5		
		Note: MOVs shall be seen during the physical validation: Presence of a functional school compost pit .	0.5		
	S.S3-13. <u>Functional Septic tank</u> is available for all toilets	Note: MOVs shall be seen during the physical validation: Presence of a functional septic tank	1		
	S.S3-14. Functional drainage from kitchen, wash areas & comfort rooms flooring & other school facilities to ensure that there is no stagnant water in the school	Note: MOVs shall be seen during the physical validation: Presence of a functional drainage from the kitchen	0.75		
		Note: MOVs shall be seen during the physical validation: Presence of a functional drainage of the washing areas/facilities	0.75		
		Note: MOVs shall be seen during the physical validation: Presence of a functional drainage of the comfort room flooring	0.75		
		Note: MOVs shall be seen during the physical validation: Presence of a functional drainage from the Dental Unit for the SDHCP clinic hubs and school established clinics	0.75		
	S.S3-15. In case the school is in a flood prone area, a system (policy, practices, people, process & structure) is in place to ensure that there is no stagnant water in the school.	Note: MOVs shall be seen during the physical validation: Presence of a policy or process of the school on flood management	0.5		
		Note: MOVs shall be seen during the physical validation: Documentation of people in the community helping the school in the management of flood control	0.5		
	S.S3-16. All food handlers should have a health certificate and updated sanitary permit for schools canteen	Updated Sanitary permit of School Canteen	0.5		
		Health certificate of ALL food handlers and providers	0.5		
20% SANITATION		TOTAL:	20pts.		
	H.S3-1. Daily SUPERVISED group handwashing with soap for all elementary pupils is led by student leaders	Inclusion of group handwashing in the class program from K-G6	0.65		
		Observation of the actual <u>orderly & systematic conduct</u> of group handwashing with soap led by a student leader during the physical validation and be <u>participated to</u> at least 80% of learners of the elementary & secondary schools	0.65		
	H.S3-2. Regular supply of soap for handwashing	Availability of soap during actual field validation	1.3		
	H.S3-3. A group handwashing facility should have at least -10 water outlets in the Elementary, and -4 water outlets in the Secondary Note: a water outlet may be any opening where water comes out for handwashing (eg. Faucets, punch pipes, etc.)	Presence of a functional health facility that has 10 faucets/outlets for the Elem. & at least 1 facility with 4 water outlets for the Secondary. (Divide number of facilities against the number of learners; Elem: 1:10, Secondary: 1:4)	5		
	H.S3-4. There are individual handwashing facilities with soap in strategic areas in the school (e.g. near canteen/eating areas, play areas and toilets)	Presence of individual handwashing facility with soap near the canteen / eating places	0.4		
		Presence of individual handwashing facility with soap near the play areas	0.4		

30% HYGIENE		Presence of individual handwashing facility with soap near the toilets	0.4		
	H.S3-5. The practice of individual handwashing with soap is done during critical times (upon entering the school, after using the toilet, before eating, after play, after doing an activity gardening/cleaning)	Observation to Learners of washing hands upon entering the entrance of the school	0.65		
		Observation to Learners of washing hands after using the toilet	0.65		
		Observation to Learners of washing hands after doing an activity (play, gardening, cleaning, etc.)	0.65		
		Observation to Learners of washing hands before eating	0.65		
		Observation to T/NT & Parents of washing hands upon entering the entrance of the school	0.65		
		Observation to T/NT & Parents of washing hands after using the toilet	0.65		
		Observation to T/NT & Parents of washing hands after doing an activity (play, gardening, cleaning, etc.)	0.65		
		Observation to T/NT & Parents of washing hands before eating	0.65		
	H.S3-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by student leaders	Inclusion of daily toothbrushing activity in the class program of K-12 classes that shall be randomly inspected during the physical validation	1.3		
Observation of the conduct of toothbrushing activity at the time reflected in the class program.Daily conduct shows an <u>organized, orderly and systematic flow of the activity</u> .It has to be participated by at least 85% of the learners from K-G6 for Elementary and G7-G12 for Secondary		3			
Observation of the conduct of toothbrushing activity at the time reflected in the class program.Daily conduct shows an <u>organized, orderly and systematic flow of the activity</u> .It has to be participated by at least 65- 80% of the learners from K-G6 for Elem. & G7-G12 for Secondary		1.5			
30% HYGIENE	H.S3-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by student leaders	Observation of the conduct of toothbrushing activity at the time reflected in the class program.Daily conduct shows an <u>organized, orderly and systematic flow of the activity</u> .It has to be participated by at least 50-60% of the learners from K-G6 for Elem. & G7-G12 for Secondary	0.5		
	H.S3-7. Regular supply of fluoride toothpaste for the tooth brushing activity	Presence of Fluoride toothpaste during the actual physical validation at the brushing area, health kits of learners or health corner of every classroom	1		
	H.S3-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)	Photocopy of the SIP, APP & AIP for the year 2022	0.53		
		Photocopy of the SIP, APP & AIP for 2021	0.53		
		Photocopy of the SIP, APP & AIP for 2020	0.53		
	H.S3-9. Soap, toothbrush and toothpaste are provided by the school through DepEd funds complemented by external partners	Documentation ; deed of donation ; photos during the turnover	1.3		
	H.S3-10. Sanitary pads are accessible in the school	Availability of sanitary pads in the classrooms	0.43		
		Availability of sanitary pads in the canteen	0.43		
		Availability of sanitary pads in the school clinic	0.43		
	H.S3-11. There is information on proper disposal of sanitary pads in the girls toilet	Presence of disposal bin for used sanitary pads (yellow/infectious waste)	1.3		
H.S3-12. DepEd approved IEC materials on menstrual hygiene management for teachers and students are available	Availability of printed materials in the classrooms	1.3			
H.S3-13. There is a rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR)	Presence of a resting space / changing room for MHM that is secure, private and comfortable	1.3			
30 % HYGIENE		TOTAL:	30 pts.		
5% DEWORMING	D.S3-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parents consent	List of dewormed learners with DATE and signature of attending BHW / LGU Nurse	2.5		
	D.S3-2. At least 85% of learners / students were dewormed	List of dewormed learners by Grade level with percentage	2.5		
5% DEWORMING		TOTAL	5 pts		
		IEC material can be seen at the Canteen	1		
		IEC materials can be seen at the handwashing facilities	1		

15% HEALTH EDUCATION	HE.S3-1. IEC materials are present in classrooms and strategic places (eg. canteen, play areas, toilets, handwashing facilities, etc.)	IEC materials can be seen at the play areas	1		
		IEC materials can be seen at the toilets	1		
		IEC materials can be seen at the Menstrual Hubs	1		
		IEC materials can be seen at the Clinic	1		
	HE.S3-2. There are organized teams and accountable units to promote WinS (e.g. TWGs, student clubs)	Name of organized teams and the list of members	1		
		Activities undertaken by the organized team related to the sustainability & improvement of the WINS program	1		
	HE.S3-4. Available WinS learning / instructional materials in support of teaching WinS in the K to 12 curriculum	Sample of IEC material that suit K-G3 learners (ELEMENTARY)	1.25		
		Sample of IEC material that suit G4-G6 learners (ELEMENTARY)	1.25		
		Sample of IEC material that suit G7-G12 learners (for SECONDARY)	2.5		

HEALTH EDUCATION	HE.S3-5. There are planned and organized activities for parents/stakeholders (PTA) for learning and advocating WinS	Presence of an Activity plan	1		
		Presence of a documented accomplishment/s	1		
	HE.S3-6. WinS is part of the extra-curricular program of students	Inclusion of WinS program to the students organization plan	1		
		Presence of documented activities related to the improvement of the WINS program implementation	1		
15% HEALTH EDUCATION		TOTAL:	15 pts		
10% CAPACITY BUILDING	Completion of Infection Prevention and Control (IPC) MOOC (4pts)	Completion Certificate from CO for School Head	2		
		Completion Certificate from CO for School Personnel (shld be 80% of the T/NT school personnel)	1.5		
		Completion Certificate from CO for School Personnel (only 50-79% of the T/NT school personnel)	0.3		
		Completion Certificate from CO for School Personnel (only 20-49% of the T/NT school personnel)	0.2		
		Completion Certificate from CO for School Personnel (only 1-19% of the T/NT school personnel)	0		
	WINS as part of the INSET to the following: (6 pts)				
	> Teaching and Non Teaching Personnel	Conducted capacity building with activity plan, photo documentation, minutes of the meeting, attendance sheet	1.2		
	> Parents	Conducted capacity building with activity plan, photo documentation, minutes of the meeting, attendance sheet	1.2		
	> LGUs and other partners	Conducted capacity building with activity plan, photo documentation, minutes of the meeting, attendance sheet	1.2		
	Completion of Infection Prevention and Control (IPC) MOOC (4pts)	Conducted capacity building with activity plan, photo documentation, minutes of the meeting, attendance sheet	1.2		
	> All learners by Grade level	Conducted capacity building with activity plan, photo documentation, minutes of the meeting, attendance sheet	1.2		
	10% CAPACITY BUILDING		TOTAL:	10 pts.	

Validated by:

Conforme:

Date:

Designation

Date:

School Head