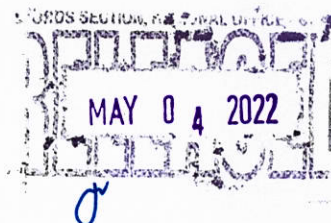




Republic of the Philippines
Department of Education
CARAGA REGION



May 2, 2022

REGIONAL MEMORANDUM
No. 0354, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING FORM WITH SUGGESTED MODE OF VERIFICATIONS AND
STEERING STRUCTURES INCLUSIVE OF SPECIFIC RESPONSIBILITIES
IN THE IMPLEMENTATION OF WASH IN SCHOOL PROGRAM

1. The field is hereby informed that the physical validation of WinS-Online Monitoring System (OMS) indicators shall be based on the created, agreed monitoring form with suggested mode of verifications and the steering structures with defined responsibilities in the schools and division offices.
2. Enclosed herewith are the following:
 - a. Monitoring Form
 - b. Steering Structures inclusive of specific Responsibilities
3. Schools shall only input responses to the indicators on the WinS-Online Monitoring System **ONLY AFTER** physical validation of the Division Technical Working Group (TWG) and when the accomplished monitoring form is already signed, approved by the Schools Division Superintendent.
4. Wide dissemination and immediate implementation of this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl/s.: As stated
Reference/s: DepEd Order No. 10, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

OK SA DepEd

PROGRAM

WASH IN SCHOOL

ESS/all
05/02/2022



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Enclosure No. 1 to RM No. 0354, s. 2022

WASH IN SCHOOLS (WinS) MONITORING FORM

Instruction:

- Fill out the spaces provided correctly and completely. This form shall be accomplished by the School Head or any authorized representative in the school.
- For integrated schools, please fill out two forms, one for elementary and one for secondary.

A. SCHOOL PROFILE

Date: _____ School Year: _____ Level: ☐ Elementary ☐ Secondary
School Name: _____ School ID: _____
District: _____ Division: _____
Name of School Head: _____ Contact Nos. _____

Total Enrolment:

	MALE	FEMALE	TOTAL
Shift 1			
Shift 2			
Shift 3			

B. WATER ACCESS

1. Does the school provide drinking water? Check only one.

- ☐ All the time
☐ Yes, but supply is not regular ☐ No drinking water in the school

2. Is the drinking water provided by the school for free? ☐ Yes ☐ No

3. Does the school coordinate with the LGU or water district to test the quality of water?

- ☐ Yes ☐ No

4. How many times was the quality of water tested in the current calendar year?

- *This has to be supported with Certificate of Water Analysis from Water District Laboratory or DOH Laboratory*

5. Did the test result show that water is safe for drinking? ☐ Yes ☐ No

6. What other mechanisms are used to ensure that drinking water in school is safe?
Check all applicable

- ☐ Teachers ask the learners to bring their own drinking water to school
- ☐ If drinking water is from a refilling station, the school requires a water quality certificate.
- ☐ Water from an accessible water source is boiled
- ☐ Water from an accessible water source is filtered
- ☐ Others _____

7. In the previous week, **how often** is water for daily handwashing and cleaning of toilets **available** in the school **regardless of source**? (*This includes water delivered to the school or collected from rain*) Check only one.

- ☐ Available only on certain days of the week ☐ Available daily for 24 hours
- ☐ Available daily but only in certain hours

C. SANITATION

8. How many toilet seats are available for children in the school? **Do not include toilet seats for teachers.**

	MALE	FEMALE	SHARED/COMMUNAL	TOTAL
Functional				
Not functional				

9. Are all functional toilets secure, private and have door with lock? ☐ **Yes** ☐ **No**
- *Security includes functional doorknobs, secured lock, concrete wall that is safe from peeping, no elevation at the back that can be used for peeping (checked through physical validation)*
10. Do alternative sources) all functional toilets have lighting (includes natural light) ☐ **Yes** ☐ **No**
(*be checked during physical validation*)
11. Do all functional toilets have adequate ventilation? ☐ **Yes** ☐ **No**
- *Presence of window/s be checked during physical validation*
12. Do all **exclusively female toilets** have wrapping materials and trash bins and sanitary pads? ☐ **Yes** ☐ **No**

13. How many **exclusively female toilets** have a washing facility inside the toilet? _____

14. Are detached toilets within view of school building and people? ☐ **Yes** ☐ **No**

15. Are there toilet/s designed for persons with limited mobility? (These toilets must have a ramp, railing, and adequate space for a wheelchair) ☐ **Yes** ☐ **No**

> items 12 to 15 > *physical validation*

16. How often is the sanitation facilities cleaned? Check only one.

☐ Daily

☐ Once a week

☐ Less than once a week

☐ At least twice a week

17. Does the school burn its waste? ☐ **Yes** ☐ **No**

- *can be checked during physical validation*

18. Are segregated trash bins with cover available in the following areas? Check all applicable.

☐ Classrooms ☐ Toilets ☐ Canteens

☐ Offices ☐ Clinics ☐ Play Areas

☐ Gardens ☐ Hallways ☐ Gyms/Stage

19. Are the students segregating their solid waste properly? ☐ **Yes** ☐ **No**

- *can be observed during the physical validation/
what should be seen? Presence of labelled
trash bins*

20. Does the school have policies/sanctions which promote the practice of solid waste segregation?

- *Need MOV*

☐ **Yes** ☐ **No**

21. How regular is garbage being collected from the school? Check only one.

☐ Daily ☐ 2-3 times a week ☐ Once a week ☐ No Collection ☐ Less than once a week

- *What should be seen?? Can be Through a MOA / certification from the
Barangay Ecological Solid Waste Management Coordinator on the practice / Document
from the LGU/ Minutes of the meeting from the LGU*

22. Does the school have a compost pit for biodegradable waste? ☐ **Yes** ☐ **No**

23. Does the school have a refuse pit for non-biodegradable waste? ☐ **Yes** ☐ **No**

24. Does the school have a materials recovery facility (MRF)? ☐ **Yes** ☐ **No**

25. Do all toilets in the school have functional septic tank/s? ☐ **Yes** ☐ **No**

26. Does the school have a functional drainage from the kitchen and all wash areas to ensure that there is no stagnant water? ☐ **Yes** ☐ **No**

- items 22 – 26 be seen during physical validation

27. In the past year, did the school experience any floods? ☐ **Yes** ☐ **No**

- can be confirmed through interviews for confirmation

28. Did the school adopt the following mechanisms to address stagnant water? Check only one.

☐ Pumping out of water

☐ Filling of stagnant water

☐ Soak pit (a water catchment area which contains gravel, sand, or other materials that absorbs water to prevent pooling)

☐ Treatment of stagnant water to prevent breeding of mosquitoes (use of larvicide, fish, oil etc.)

☐ Not applicable (e.g., no stagnant water because of sandy soil)

- How can this be validated? / may have presence of used oil > physical validation

29. Does the school have a canteen? ☐ **Yes** ☐ **No**

30. Does the school canteen have a sanitary permit? ☐ **Yes** ☐ **No**

- Need to have MOV; HEALTH CERTIFICATES for Food Providers must be posted at the strategic area of the canteen

31. Do food handlers practice the following food safety measures?

☐ Wearing of hairnet, gloves, masks and apron

☐ Handwashing

☐ Separate the storage of dry and wet food materials

- With MOVs (pictures)

32. Have all food handlers been oriented on food safety measures?

☐ **All** ☐ **Some** ☐ **None**

- Document of training/lecture orientation conducted

33. Do all food handlers in the school have health certificates?

☐ All ☐ Some ☐ None

With MOV

D. HYGIENE

34. How many times in a week is supervised **group handwashing** with soap conducted _____ for all children in the school? (Write 0 if this is not done in school.)

- *MOV pictures with date; pandemic until present (must be done DAILY)*

35. What is the extent of student participation in supervising group handwashing? Check all applicable

- *With MOV pictures as proof / can be observed during actual validation (systematic and orderly conduct) be observed as proof of daily conduct/ CHECKLIST OR ATTENDANCE OF THE ACTIVITY*
 - ☐ Students are participants supervised by teachers
 - ☐ There are students who assist teachers in supervising handwashing activities
 - ☐ There are students assigned to lead handwashing activities

36. How many handwashing facilities are available in your school?

	Number of facilities	Total number of faucets/water outlets/punch holes
Individual handwashing facility		
Group handwashing facility *		

* A group handwashing facility should have **at least:**

- ➔ **10** water outlets in the **elementary level**, and
- ➔ **4** water outlets in the **secondary level**

Note: A water outlet may be any opening where water comes out for handwashing (ex. Faucets, punch pipes, etc.)

37. Is there a regular supply of soap for handwashing? ☐ Yes ☐ No

- *How to prove? INVENTORY OF THE SCHOOL PROPERTY CUSTODIAN/ SIP/interview the learners*

38. Are handwashing facilities available in the following areas? Check all applicable.

- | | |
|---|---|
| ☐ Classrooms | ☐ Agricultural areas (e.g., Gulayan, livestock area) |
| ☐ Toilets | ☐ Clinics |
| ☐ Canteen/Eating Areas | ☐ Laboratories |
| ☐ Play areas | |

- Be checked during actual/physical validation

39. Do children perform individual handwashing during the following times? Check all applicable

- Be checked during actual/physical validation/interview to learners

- ☐ Before meals/eating/handling food
- ☐ After cleaning activities/handling garbage
- ☐ After using the toilet
- ☐ After playing
- ☐ After handling soil and animals

40. How many times in a week is supervised group toothbrushing with fluoride conducted for **all** children in the school? _____(Write 0 if this is not done in school)

- Through class program integration / pictures with date/s reflected /interviews/activity attendance/random oral inspection to learners

41. What is the extent of student participation in supervising group toothbrushing? Check all applicable.

- MOVs with date / actual activity during validation / orderliness and systematic flow of conduct

- ☐ Students are participants supervised by teachers
- ☐ Students assist teachers in supervising toothbrushing activities
- ☐ Students are assigned to lead toothbrushing activities

42. For elementary schools, is there a regular supply of toothbrush and toothpaste for tooth brushing? ☐ Yes ☐ No

Proof of Distribution of supplies/Receipt of supplies record of School Property Custodian (from the Central Office, Regional Office, Colgate Palmolive) taken from School MOOE, Division Procured, NGO/Stakeholder, PTA (PRESENCE OF TB/TP in the classrooms) Are the repair and maintenance requirements for WASH

facilities (i.e., water, toilet and washing facilities) reflected in the following? Check all applicable.

- MOV/ Signed photocopy be placed at the WINS Folder/ Files

☐ School improvement plan (SIP)

☐ Annual improvement plan (AIP)

43. What are the sources of funds for WASH facilities and supplies? **Check all applicable. Need MOVs**

ITEM	SCHOOL MOOE	EXTERNAL PARTNERS			VOLUNTARY DONATIONS FROM INTERNAL STAFF	CHILDREN BRING THEIR OWN
		PRIVATE/ INDIVIDUAL DONATIONS	PTA FUNDS	LGU FUNDS		
Soap	☐	☐	☐	☐	☐	☐
Toothbrush	☐	☐	☐	☐	☐	☐
Toothpaste	☐	☐	☐	☐	☐	☐
Cleaning materials/supplies	☐	☐	☐	☐	☐	☐
Repair and maintenance (labor/spare parts)	☐	☐	☐	☐	☐	☐

44. Where can learners avail of sanitary pads? Check all applicable. *Be checked during physical validation/ interview of female learners*

☐ School Canteen ☐ Guidance Office ☐ Others: _____

☐ School Clinic ☐ Class adviser/teacher _____

☐ Laboratories

45. Is there information on proper disposal of sanitary napkins in the girls' toilet? *Presence of IEC material from WINS link* ☐ Yes ☐ No

46. Are there DepEd Approved Instructional materials on Menstrual Health for Teachers? *MOVs* ☐ Yes ☐ No

47. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students? ☐ Yes ☐ No

WINS

BOOKLETS

<https://wins.deped.gov.ph/category/winsresources/>

48. Is there a designated rest space for girls with menstrual discomfort? ☐ Yes ☐ No

-CHECKED DURING PHYSICAL VALIDATION / BED at the Menstrual Hub or Female comfort room

E. DEWORMING

49. Is deworming done semi-annually? ☐ Yes ☐ No

50. What is the total number of students dewormed? _____

- Data from BHW / CHO / MHO/ RHU indicating the date of DEWORMING, AGE GROUP, ADDRESS OR AREAS COVERED / interview of learners / refer to RM 0157 S. 2022 / OUA MEMO 00-0322-0020

-Record of vaccinated learners

85% OF LEARNERS POPULATION DEWORMED > 3 STAR

F. HEALTH EDUCATION

51. Which areas have information, education and communication materials (IEC) for WASH in Schools (WinS)? Check all applicable.

-The use of WinS Program IEC materials through <https://wins.deped.gov.ph/category/wins-resources/>

1. DepEd WinS Brochure
2. Water Booklet
3. Sanitation Booklet
4. Hygiene Booklet
5. Deworming Booklet

	HYGIENE (HANDWASHING, TOOTHBRUSHING)	MENSTRUAL HEALTH MANAGEMENT	SANITATION (WASTE SEGREGATION/DISPOSAL, DRAINAGE, DEWORMING)	FOOD SAFETY
Bulletin board	☐	☐	☐	☐
Classrooms	☐	☐	☐	☐
Toilets	☐	☐	☐	☐

Handwashing facilities	☐		☐	☐
Canteen/Eating areas	☐		☐	☐

52. Are there organized structures (e.g., TWGs, student clubs) to promote WinS? – *Posted at the clinic or office; MOVs (Action Plan, communications, activity pictures) integrating the WinS program)* ☐ **Yes** ☐ **No**

53. Is WinS a part of INSET?
 - MOVs (Action Plan, Communications & Activities) ☐ **Yes** ☐ **No**
 - proof of Training / orientation / lecture to Parents & Community; Teachers; Learners, Partners or stakeholders

54. Are learning materials available for teaching WinS? ☐ **Yes** ☐ **No**
 - *HOW MANY?*

55. Is WinS being advocated in the General PTA assembly? ☐ **Yes** ☐ **No**
 - *MOV what? Minutes of the meeting/ Notice of meeting as part of the agenda*

56. Are there planned and organized activities for advocating WinS to parents/stakeholders? *What MOV? Activity completion documents/proper waste management/management of canteens/ all activities related to WINS – Action Plan/ Implementation plan* ☐ **Yes** ☐ **No**

57. Is WinS part of the co/extra-curricular program for students? ☐ **Yes** ☐ **No**

- *What MOVs? Activity/ Action plan; implementation/ completion documents like for ex: proper waste management/management of canteens/ all activities related to WINS*

PREPARED BY: SCHOOL WINS COORDINATOR

TWG MEMBERS*	
PRINTED NAME	SIGNATURE
_____	_____
_____	_____
_____	_____
_____	_____

*** Signed by at least 4 members**

CERTIFIED TRUE AND CORRECT BY:
(With complete name/designation / signature)

School Head: _____ Date: _____

CHECKED BY DISTRICT OFFICE:
(With complete name/designation/signatures)

Validated by: District Nurse Date: _____

Head of Office: _____ Date: _____
Position/Title: _____

VERIFIED BY THE DIVISION OFFICE:
(Validation composed of at least 3 members with complete name / designation / signature)

Validated by: 1. _____ Div. WinS Focal
2. _____ SBM Coordinator
3. _____ Member of TWG

Date of Validation: _____

Noted: _____ SGOD_Chief Date: _____

Approved: _____ SDS Date: _____

Enclosure No. 2 to RM No. 0394, s. 2022

WASH IN SCHOOLS STEERING STRUCTURES

REGION	DIVISION
Regional Director Assistant Regional Director	Schools Division Superintendent Assistant Schools Division Superintendent
CLMD Chief	CID Chief
ESSD Chief & Staff • HNU personnel (MO, D, N & ND) • RDRRMO • REFD • Partnership QAD Chief FTAD (SBM Coordinator) ICT personnel PPRD	SGOD Chief & Staff • HNS personnel (MO, DIC/D, NIC/N & DA) • DDRRMO • DEFD • SOCMOB • Monitoring & Evaluation • SBM Coordinator • ICT Personnel • Planning

STRUCTURE TO CARRY OUT THE RESPONSIBILITIES

SDO WinS TWG

Main task: It shall:

- Oversee the work of the School TWG, approve its outputs and provide technical assistance as needed.
- Actively support the advocacy of the WinS Policy to other sectors
- Monitor school implementation, including the integration of WASH in the Curriculum.

Chair: Schools Division Superintendent

Schools Division Office shall:

1. Provide technical assistance to districts and schools in coordination with partners;
2. Conduct training and capacity development for implementers;
3. Undertake program advocacy with LGUs; and
4. Conduct monitoring and evaluation of the WinS Program;

SDO Wins TWG

Members:

- School Governance and Operations Division (SGOD) includes Education Facilities, School Health, M&E, Planning
- School Education Supervisor: **CID representative/All District Supervisors**
- **PDO-DRR***
- Representative of School Heads

- LGU (City/Province Chair of Education/Water/Health)
- PTA Federation/PTCA/PTA
- Active WASH NGO

Schools Division Superintendent	Oversees the overall implementation of the program in all schools
CID Chief	Concerns in the integration of the WinS concepts in the BE-LCP
SGOD Chief	Assists and oversees the execution of the members of the TWG under the SGOD; strengthens the support system of the TWG members; and calls the attention of school administrators
H & N Section Personnel (MO, DIC/D, NIC/N and Health Educator)	Validates the physical authenticity of the reported indicators in the schools before soliciting signatures of the higher officials; facilitates and monitors the implementation and provides TA to their assigned schools for improvement of the school Three Start Approach (TSA)
Dentist	Convinces learners (secondary) for the effective participation during group tooth brushing activity and oral health lectures
DRRMO	Conducts pre and post evaluation activity regarding the safety of the facilities, toilets, washing areas, classrooms, ventilations, etc.
Engineer	Assists on the planning, designing, and making of Program of Works of low-cost facilities, facilitates repairs, consolidates the report of functional and non-functional toilets and washing facilities, and gathers data on the availability and sources of water in the schools
SOCMOB	Plans and initiates reaching of partners/stakeholders based on the assessed need/s of the school (Need-based data of the school) taken directly from the school head
Monitoring and Evaluation Focal Person	Coordinates with the Division WinS focal in monitoring the authenticity of the data entered and submitted on the system against the actual based on the physical validation
SBM Coordinator	Physically monitors and/or coordinates with the members of the TWG/WinS Focal regarding the conformity of the report and actual physical situation
ICT Personnel	Assists the Division and School Focal persons on the technical aspect of inputting and monitoring status on the OMS in every school; and assists the schools in the changing of

	password and other OMS-technical related concerns.
Planning Officer	Assists the division and school coordinators with regard to the planning and budgeting of the program implementation, status of schools (closed) and learners' status/enrolment
Representative of the School Head	Assists and extends TA to fellow administrators on the concerns/needs of the WinS program, and acts as representative of the administrators in lobbying support/assistance from other sectors regarding the program
Division FPTA President	Ensures that the needs of WinS concerns shall be included in the federation's meeting agenda
LGU Representative (Health, Water, Sanitation and Education Committee)	Facilitates the support of the Local Chief Executive and Council in allocating funds for the sustainability of the WinS program in schools
NGO Representative	Serves as bridge to facilitate other stakeholders to partner with the Division through the school on specific needs of the program implementation

SCHOOL WinS TWG

School shall:

1. Ensure effective implementation of the WinS policy and its program activities in the school setting;
2. Secure the support and participation of the community, including the PTAs and other stakeholders, for the program;
3. Collaborate with key partners for the following:
 - a. put in place systems and mechanisms that will allow all stakeholders to take part in the implementation of this policy;
 - b. craft specific roles and responsibilities of each member of school personnel in making sure that all requirements and standards are met; and
 - c. ensure the inclusion of the WinS Program in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP);
4. Gather information necessary for effective monitoring and evaluation of the Program;
5. Conduct an annual Performance Implementation Review of the WinS Program; and
6. Submit an annual report not later than the first week of December each year to the Schools Division Office.

School WinS TWG Members:

- Members of the School Governing Council
- Designated School WinS coordinator
- Education Facilities
- Clinic-in-charge
- Canteen manager* (if applicable)
- Feeding coordinator
- Stakeholder representative
- BLGU (Health, Education, DRRM, Environment & Sanitation)
- GPTA
- Student Supreme Government