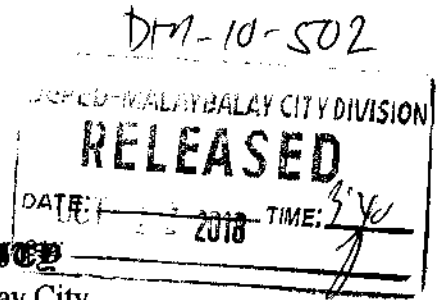




Department of Education  
Region X - Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax # 088-314-0094 Email: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)



**DIVISION MEMORANDUM**

No. 502, s. 2018

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE: October 18, 2018

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM No. 602, s. 2018 re:  
RECOGNIZING SCHOOLS DIVISION OFFICES AND SCHOOLS IN  
WinS PROGRAM MANAGEMENT FOR SCHOOL YEAR 2018-2019.**

1. This Office hereby informs the field of Regional Memorandum No. 602, s. 2018 re: Recognizing Schools Division Offices and Schools in WinS Program Management for School Year 2018- 2019.
2. Divisional offices are required to submit documents as means of verifying each criterion for areas of organizational enablers of WinS Program management (Enclosure No. 1). One (1) elementary and one (1) secondary school shall be monitored and evaluated for the best school implementer of the WinS program in this division.
3. All elementary and secondary level are advised to submit online the SY 2018- 2019 monitoring reports using Enclosure No. 2, Wash in Schools monitoring tool per DepED Order No. 10, s. 2016 on Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Programs on or before October 23, 2018
4. Shall there be queries, contact Ms. **HAZEL MARABE-RUSIANA**, Nurse II through 0916-938-9088.

Encl.: As stated

Copy Furnished:  
SGOD-School Health Unit  
Records Unit



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION X**

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**DepED-X**  
Cagayan de Oro City

October 8, 2018

**REGIONAL MEMORANDUM**

No. 602, s. 2018

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**RECOGNIZING SCHOOLS DIVISION OFFICES AND SCHOOLS IN WinS  
PROGRAM MANAGEMENT FOR SCHOOL YEAR 2018-2019**

To: **The Schools Division Superintendents**  
*This Region*

1. In regard to DepED Order No. 10, s. 2016 on Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program, the regional office will award the best divisional implementer and provide incentives to selected best implementers in schools.
2. Divisional offices are required to submit documents as means of verifying each criterion for areas of organizational enablers of WinS Program management (Enclosure No. 1). Submission of documents to the regional office shall be on or before **October 25**.
3. ~~One~~ **One (1) elementary and one (1) secondary school per division** shall be monitored and evaluated for the best school implementer of the WinS program. Schools' monitoring and evaluation (M&E) shall be based on the Wash in School Monitoring Tool (Enclosure No. 2). Please submit names of elementary and secondary schools on or before October 25. Schedules of school visits will be announced later.
4. The evaluation and monitoring team shall identify the best divisional, elementary school, and secondary school implementers of the Wash in School (WinS) Program - SY 2018-2019.
5. Divisional offices are also required to submit their monitoring reports through the online monitoring system for both elementary and secondary schools of the WinS program implementation for SY 2018-2019.
6. Any concerns may be addressed to Dr. Rey Ignacio B. Cagang, WinS regional coordinator, at 09172501393.



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7. Enclosed are copies of the WinS criteria for organizational enablers and monitoring tool.
8. Immediate and wide dissemination of this memorandum is desired.

**DR. ARTURO B. BAYOCOT, CESO V**  
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index  
Under the following subjects:

DRUG EDUCATION  
HEALTH EDUCATION  
PROGRAMS  
SCHOOLS  
SEARCH  
STUDENTS

**\* RECOGNIZING SCHOOLS DIVISION OFFICES AND SCHOOLS IN WinS PROGRAM  
MANAGEMENT FOR SCHOOL YEAR 2017-2018**

ESSD/ribc



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(Enclosure 1 to DepEd Memorandum No. 602, s. 2018)

**Criteria for Organizational Enablers**

**A. STEERING STRUCTURE AND RELATIONS**

Criteria	Means of Verification
1. Functional SD WinS TWG which comprise a range of internal and external stakeholders that are working together and providing directions on WinS management and implementation.	<ul style="list-style-type: none"> <li>Any form of issuance to constitute the WinS TWG.</li> <li>At least 2 WinS TWG meeting in one year with minutes as supporting document.</li> <li>Attendance sheet shows internal and external stakeholders attending the meeting/s.</li> <li>TWG program of work should address important issues and enhance program implementation of WinS.</li> </ul>

**B. SUPPORT SYSTEMS**

Criteria	Means of Verification
2. <u>M &amp; E of WinS</u> as part of the SDO M & E system (e.g. Schools validated by the SDO; Monitoring reports).	<ul style="list-style-type: none"> <li>At least 95% of schools encoded.</li> <li>At least 25% of schools have been validated by the SDO.</li> <li>Policy document or manual indicating system of monitoring and evaluating WinS containing the following: tools, process, persons involved and schedule.</li> <li>Division Monitoring Reports include WinS.</li> </ul>
3. <u>TA System integrates WinS</u> (e.g. WinS is part of the SDO's TA agenda to schools; SDO personnel capable of providing TA to schools re: WinS).	<ul style="list-style-type: none"> <li>WinS is part of the SDO's TA agenda to schools.</li> <li>Policy document or manual indicating system of technical assistance for WinS containing the following: tools, process, persons involved and schedule.</li> <li>TA plan uses data coming from the WinS M&amp;E system.</li> </ul>
4. SDO Learning Resource Development and Management System is developing, distributing and assuring the quality of WinS materials to support health education	<ul style="list-style-type: none"> <li>Copy of new WinS materials developed, distributed or approved.</li> </ul>

**C. PLANNING, PROGRAMMING AND RESOURCE MOBILIZATION**

Criteria	Means of Verification
5. WinS is <u>reflected</u> as agenda in the Division Education Development Plan (DEDP - SDO's strategic plan) on areas such as research, KM, T&D.	<ul style="list-style-type: none"> <li>WinS is one of the improvement areas of the DEDP.</li> </ul>
6. Resource allocation for WinS activities and services (reflected in the SDO's Annual Improvement Plan and/or Annual Procurement Plan).	<ul style="list-style-type: none"> <li>WinS activities/services can be found in the AIP/APP.</li> </ul>



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**D. KNOWLEDGE MANAGEMENT, RESEARCH AND INNOVATIONS**

Criteria	Means of Verification
7. Active involvement of partners (e.g. NGOs, LGUs, CSO and INGOs) in implementing the WinS agenda as a result of actively establishing and maintaining linkages with these partners (at least 2 types of partners)	<ul style="list-style-type: none"> <li>Documentation of involvement of at least 2 partners (eg. MOA, MOU, etc.)</li> <li>List of support obtained resulting from resource mobilization</li> </ul>
8. The SDO conducts at least one study a year on WinS or a topic related to it	<ul style="list-style-type: none"> <li>At least one Research paper on WinS per year.</li> </ul>
9. SDO-led WinS project or innovations.	<ul style="list-style-type: none"> <li>Project design on WinS (eg. Initiatives to innovate, sustain, or improve).</li> <li>Documentation of WinS project implementation or innovation.</li> </ul>
10. Utilize WinS M & E data to design and make improvements on programs (knowledge management).	<ul style="list-style-type: none"> <li>Plan adjustments are made based on WinS M &amp; E data.</li> </ul>

**E. HUMAN CAPACITY DEVELOPMENT**

Criteria	Means of Verification
11. WinS as a learning topic is included in the SDO Professional Development Program (for SDO staff and supervisors)	<ul style="list-style-type: none"> <li>Training design indicating WinS as one of the learning topics</li> <li>Training report with WinS as one of the learning topics</li> </ul>
12. SDO staff and supervisors developed their capacity by participating in learning opportunities – e.g. direct training; LAC sessions; advance learning on WinS.	<ul style="list-style-type: none"> <li>Certificate of participation in WinS trainings for at least half of the personnel assigned to monitor and provide TA for WinS.</li> </ul>

**Criteria**

Recognition of SDOs for WinS Management both the organization capacity and results of the technical assistance:

Criteria	Weight
<b>I. Improvement of schools in the WinS implementation level.</b> This looks into the number of schools who were able to move-up one or two implementation levels as measured using the Three-Star Approach.	30%
<b>II. Schools' achievement of national standards</b> This item is about the number of schools that achieved the desired WinS implementation practice that is equivalent to a Three Stars in the TSA.	20%
<b>III. Organizational Enablers</b> This refers to the organization capacity of the SDO to carry out management and technical assistance to the schools' WinS implementation. The focus is to determine if the program enablers at the SDO are in place and fully functional.	50%



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(Enclosure 2 to DepEd Memorandum No. 602, s. 2018) Department of Education

**WASH IN SCHOOL MONITORING FORM**

**Instruction:** Fill-up the spaces provided correctly and completely. This form shall be accomplished by the School Head or any authorized representative from the school.

**A. SCHOOL PROFILE**

Date: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of School: \_\_\_\_\_ School ID Number: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_  
 Complete School Address: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Total Enrolment:

	Male	Female	Total
Shift 1			
Shift 2			
Shift 3			

**B. WATER ACCESS**

- Does the school provide safe drinking water?  
 All the time  
 Yes, but supply is not regular  
 No drinking water in school
- Is the drinking water provided by the school for free? Yes  No
- What mechanisms are used to ensure learners have safe drinking water?  
 Teachers ask the learners to bring their own drinking water to school.  
 Safe water in refillable container are provided in designated areas within the school.  
 Water from an accessible water source is boiled.  
 Water from an accessible water source is filtered.  
 Others \_\_\_\_\_
- In the previous week, how often is water for daily handwashing, bathing and cleaning of toilets available in the school regardless of source? (Includes water delivered to the school or collected from rain).  
 Available only on certain days of the week.  
 Available daily but only on certain hours.  
 Available daily for 24 hours.
- Does the school coordinate with LGU or water district to test the quality of water? Yes  No
- How many times was the quality of water tested in current calendar year? \_\_\_\_\_