



08-249
DEPED MALAYBALAY CITY DIVISION
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Department of Education
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM

No. 249, s. 2019

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

FROM: **REBONFAMIL R. BAGUIO** [Signature]
Schools Division Superintendent

DATE: August 5, 2019

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM No. 400, s. 2019 re: RECOGNITION OF SCHOOLS DIVISION OFFICES AND SCHOOLS IN WaSH in SCHOOL (WinS) PROGRAM MANAGEMENT AND IMPLEMENTATION FOR SCHOOL YEAR 2019-2020**

1. This Office hereby informs the field of Regional Memorandum No. 400, s. 2019 re: Recognition of Schools Division Offices and Schools in WaSH in School (WinS) Program Management and Implementation for SY 2019-2020.
2. All Elementary and Secondary schools with an organized and functional WinS Program for SY 2019-2020 are encouraged to join the search. Submission of documents should be on or before **August 19, 2019**, attention: **KIMBERLY KAY I. HUIISO**, Medical Officer III.
3. Shall there be queries, contact Ms. **HAZEL M. RUSIANA**, Nurse II through 0916-938-9088 and Ms. **MARY LARCY B. POJAS**, Nurse II through 0926-955-2595.

Encl.: As stated

Copy Furnished:
SGOD-School Health Unit
Records Unit



July 15, 2019

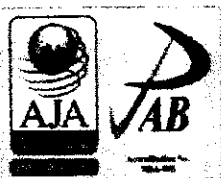
REGIONAL MEMORANDUM
No. 400, s. 2019

JUL 26 2019
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**RECOGNITION OF SCHOOLS DIVISION OFFICES AND SCHOOLS
IN WaSH in SCHOOL (WinS) PROGRAM MANAGEMENT
AND IMPLEMENTATION FOR SY 2019-2020**

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

1. Regarding DepEd Order No. 10, s. 2016 on Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program, the Regional Office (RO) will award the best divisional implementer and select the best implementers in schools.
2. Schools Division Offices (SDOs) are required to submit documents as means of verification (MOV) for each criterion for areas of organizational enablers of WinS Program management (Attachment No. 1). Submission of documents to the RO shall be on or before **August 23**.
3. One elementary and one secondary school per SDO shall be monitored and evaluated for the outstanding school implementer of the WinS program. The schools' monitoring and evaluation (M&E) shall be based on the Wash in School Monitoring Tool (Attachment No. 2). Please submit names of elementary and secondary schools on or before **August 23**. Schedules of school visits will be announced later.
4. The M & E team shall identify the divisional, elementary school, and secondary school outstanding Program Management and Implementers of WaSH in School (WinS) Program - SY 2019-2020.
5. The SDOs 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 2019-2020.
6. Any concerns may be addressed to Dr. Rey Ignacio B. Cagang, WinS regional coordinator, at 09172501393.



Certificate Number AJAB-0170

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7. Attached are copies of the WinS criteria for organizational enablers and monitoring tool.
8. Immediate dissemination of and compliance with this Memorandum are 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

* Recognition of Schools Division Offices and Schools in WaSH in School (Wins)
Program Management and Implementation for Sy 2019-2020

ESSD/ribe



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(Attachment 1 to DepEd Memorandum No. 400, s. 2019)

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"> Any form of issuance to constitute the WinS TWG. At least 2 WinS TWG meeting in one year with minutes as supporting document. Attendance sheet shows internal and external stakeholders attending the meeting/s. TWG program of work should address important issues and enhance program implementation of WinS.

B. SUPPORT SYSTEMS

Criteria	Means of Verification
2. M & E of WinS as part of the SDO M & E system (e.g. Schools validated by the SDO; Monitoring reports).	<ul style="list-style-type: none"> At least 95% of schools encoded. At least 25% of schools have been validated by the SDO. Policy document or manual indicating system of monitoring and evaluating WinS containing the following: tools, process, persons involved and schedule. Division Monitoring Reports include WinS.
3. TA System Integrates WinS (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"> WinS is part of the SDO's TA agenda to schools. Policy document or manual indicating system of technical assistance for WinS containing the following: tools, process, persons involved and schedule. TA plan uses data coming from the WinS M&E system.
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"> Copy of new WinS materials developed, distributed or approved.

C. PLANNING, PROGRAMMING AND RESOURCE MOBILIZATION

Criteria	Means of Verification
5. WinS is reflected 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"> WinS is one of the improvement areas of the DEDP.
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"> WinS activities/services can be found in the AIP/APP.



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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"> • Documentation of involvement of at least 2 partners (e.g. MOA, MOU, etc.) • List of support obtained resulting from resource mobilization
8. The SDO conducts at least one study a year on WinS or a topic related to it	<ul style="list-style-type: none"> • At least one Research paper on WinS per year.
9. SDO-led WinS project or innovations.	<ul style="list-style-type: none"> • Project design on WinS (eg. Initiatives to innovate, sustain, or improve). • Documentation of WinS project implementation or innovation.
10. Utilize WinS M & E data to design and make improvements on programs (knowledge management).	<ul style="list-style-type: none"> • Plan adjustments are made based on WinS M & E data.

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"> • Training design indicating WinS as one of the learning topics • Training report with WinS as one of the learning topics
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"> • Certificate of participation in WinS trainings for at least half of the personnel assigned to monitor and provide TA for WinS.

Criteria

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

Criteria	Weight
I. Improvement of schools in the WinS implementation level. 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%
II. Schools' achievement of national standards 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%
III. Organizational Enablers 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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(Attachment 2 to DepEd Memorandum No. 40, 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? _____



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C. SANITATION

7. How many toilet seats are available for children / students in the school?
 Do not include toilet seat for teachers.

	Male	Female	Shared/Communal	Total
Functional				
Not functional				

8. Are toilets secure, private and have door with lock? Yes No
 Do toilets have lighting? Yes No
 Do toilets have adequate ventilation? Yes No
9. Do toilets for girls have wrapping materials for used sanitary pads? Yes No
10. How many toilets for girls have washing facility inside the toilets? _____
11. Are detached toilets for girls within view of school building and people? Yes No
12. Are there toilet/s designated for person with limited mobility?
 (These toilets must have ramp, railing and adequate space for wheelchair) Yes No
13. How often are the sanitation facilities cleaned?
 Daily At least twice a week Once a week Less than once a week
14. Does the school burn its waste? Yes No
15. Are segregated trash bins with cover available in the following areas?
 Classrooms Offices Gardens
 Toilets Clinics Hallways
 Canteens Play areas Gyms / Stage
16. Is waste segregation being practiced in school? Yes No
17. Does the school have policies / sanctions which promote the practice of waste segregation? Yes No
18. How regular is garbage being collected from the school?
 Daily 2-3 times a week Once a week Less than once a week No collection
19. Does the school have a compost pit for biodegradable waste? Yes No
20. Does the school have refuse pit for non-biodegradable waste? Yes No
21. Does the school have a materials recovery facility (MRF)? Yes No
22. Do all toilets in the school have functional septic tanks/s? All Some None
23. Does the school have a functional drainage from the kitchen and waste areas to ensure that there is no stagnant water? Yes No
24. In the past year, did the school experience any floods? Yes No
25. Does the school adopt the following mechanisms to address the stagnant water?
 Pumping out of water Soak pit
 Filling of stagnant water Treatment of stagnant water to prevent breeding of mosquitoes
26. Does the school have canteen? Yes No
27. Does the school canteen have sanitary permit? Yes No



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 WASH IN SCHOOL MONITORING FORM

28. Do food handlers practice the following food safety measures?
 Wearing of hairnet, gloves, masks and apron
 Handwashing
 Segregation of dry and wet food materials
29. Have all food handlers been oriented on food safety measures? All Some None
30. Do all food handlers in the school have health certificates? All Some None

D. HYGIENE

31. How many times in a week is group handwashing with soap conducted for all children in the school? (only for elementary) _____
32. What is the extent of student participation in supervising group handwashing? (only for elementary)
 Students are participants supervised by teachers
 Students assist teachers in supervising handwashing activities
 Students are assigned to lead handwashing activities
33. How many group handwashing facilities are available in the school? (count by increments of 10 water outlets) _____
34. What is the total number of water outlets in all the group handwashing facilities? _____
35. Is there a regular supply of soap for handwashing? Yes No
36. Are handwashing facilities with soap available in the following areas?
 Classrooms Toilets Canteen/Eating Areas
 Play areas Clinics Laboratories
 Agricultural areas (eg. Gulayan, livestock area)
37. Do children perform individual handwashing the following times?
 Before meals After using the toilet
 After cleaning activities After playing in the playground
 After handling soil and animals
38. How many times in a week is group toothbrushing with fluoride conducted for all children in the school? _____
39. What is the extent of student participation in supervising group toothbrushing
 Students are participants supervised by teachers
 Students assist teachers in supervising toothbrushing activities
 Students are assigned to lead toothbrushing activities
40. Is there a regular supply of toothbrush and toothpaste for toothbrushing? Yes No
41. Are the repair and maintenance requirements for WASH facilities reflected in the following:
 School improvement plan (SIP)
 Annual improvement plan (AIP)
42. What are the sources of funds for WinS Supplies? Please check all that apply.

	School MOOE	Private donations	PTA	LGU Funds	Children bring their own
Soap					
Toothbrush					
Toothpaste					
Cleaning materials/supplies for toilets					
Repair and maintenance					



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 WASH IN SCHOOL MONITORING FORM

43. Where can learners avail of sanitary pads?
 School Canteen Guidance Office Others
 School Clinic Class Adviser/Teacher
44. Is there information on proper disposal of sanitary napkins in the girls' toilet? Yes No
45. Are there DepEd Approved instructional materials on Menstrual Health for Teachers? Yes No
46. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students? Yes No
47. Is there a designated rest space/changing room for girls with menstrual discomfort? Yes No

E. DEWORMING

48. Is deworming done semi-annually? Yes No
49. What is the total number of students dewormed? Yes No

F. HEALTH EDUCATION

50. Which areas in the school have IEC materials for WinS?

	Hygiene	Menstrual Health	Sanitation	Food safety
Bulletin board				
Classrooms				
Toilets				
Handwashing facilities				
Canteen/Eating areas				

51. Are there organized structures (eg. TWGs, student clubs) to promote WinS? Yes No
52. Is WinS a part of INSET? Yes No
53. Are learning materials available for teaching WinS? Yes No
54. Is WinS being advocated in the GPTCA assembly? Yes No
55. Are there planned and organized activities for advocating WinS to parents /stakeholders? Yes No
56. Is WinS part of the co/extra-curricular program for students? Yes No

Checked & Evaluated by:

Printed Name & Signature: _____ Date: _____
 Position: _____

Certified True & Correct by:

Printed Name & Signature: _____ Date: _____
 Position: _____
 School Head



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