



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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Division Memorandum  
No. 285 series of 2020

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

FROM : **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

DATE : July 20, 2020

RE : **DISSEMINATION OF REGIONAL MEMORANDUM No. 255:  
INTENSIFYING THE WaSH IN SCHOOLS (WinS) PROGRAM**

1. All Public and Private Elementary and Secondary School Heads are enjoined to intensify the implementation of SBM-WinS program by taking notice of the checklists and support COVID-19 control measures.
2. The attached **WinS Readiness Checklist for the Opening of Classes 2020 amidst COVID-19 pandemic** (Attachment 1) shall serve as a monitoring tool for the Division SBM-WinS Technical Working Group and Coordinators. Collection and consolidation of the tool results shall be submitted to the Regional Office (RO) before the opening of classes on August 24.
3. Moreover, all School Improvement Plan (SIP) shall be revisited and Annual Implementation Plan (AIP) be revised to prioritized supplies, projects, and initiatives to combat COVID-19 pandemic.
4. Schools are also encouraged to strengthen and expand partnership in the provision of hygiene kits to learners and installation of additional group/individual handwashing facilities.
5. Shall there be queries, contact MARCOS JULITA K. FULGENCIO, DMD, Dentist II, through 0906-796-8794.

Incl.:  
As stated

Copy Furnished:  
SGOD-School Health Unit  
Records Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

DepED-X  
Cagayan de Oro City

RELEASED

Office of the Regional Director

June 18, 2020

REGIONAL MEMORANDUM  
No. 265 s. 2020

**INTENSIFYING THE WaSH IN SCHOOL (WinS) PROGRAM**

To: Schools Division Superintendents  
Division SBM-WinS Coordinators  
Public Schools District Supervisors  
All Public and Private Elementary and Secondary School Heads  
All other concerned

1. COVID-19 (Corona Virus Disease) pandemic has placed the whole nation in crisis. Learners and teachers have become vulnerable to acquiring the disease when exposed to the public, threatening to compromise the teaching-learning process. Proper handwashing, sanitation, and hygiene are the best defense against the spread of this pandemic and are what School-Based Management, Water, Sanitation and Hygiene in School (SBM-WinS) advocate. Washing of hands really saves lives.

2. Hence, this Office enjoins all schools to intensify the implementation of SBM-WinS program by implementing the following but not limited to:

- a. All schools must install handwashing facilities with soap and water at the entrance for the learners, teachers, and school visitors to handwash upon entering and leaving the school. Group handwashing facilities must also be provided near the school building for easy access of learners before entering the classroom.
- b. Mandatory washing of hands upon entering the school, classroom, and when leaving for home must be done regularly. Strict practice of handwashing during critical times, before and after eating, after using the toilet, before preparing foods, after playing/ gardening/working, and after throwing the content of garbage bins must be observed. Handwashing shall be executed the "S.C.H.O.O.L." Handwashing technique (Attachment 2) with "Wash Our Hands" song (Attachment 3) to comply with WHO 60 seconds handwashing time.
- c. Alcohol and other disinfectant must be available at the entrance of schools.
- d. School must be equipped with thermal scanner to monitor body temperature of everyone coming in to schools.
- e. Foot bath must be installed at the school's entrance for learners, teachers, and visitors to disinfect footwear before entering.
- f. All schools must organize liquid soap making activities for sustainability of supplies.
- g. Require everyone to use face masks at all times. School must be ready to provide if learners forget to bring or cannot afford to have one. Schools must implement measures to ensure compliance without depriving learners of their right to enter the school and attend classes.

Address : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Phone Nos.: (088) 856-3932 | (088) 881-3137 | (088) 881-3031  
E-mail : region10@deped.gov.ph  
Website : http://deped10.com





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- h. All schools and Schools Division Offices (SDOs) are advised to install “hands-free” handwashing facilities to minimize if not totally avoid transmission of germs and viruses.
  - i. All learners must be provided with personal hygiene kits, adding a washable face mask on the top of the regular content of WinS hygiene kits.
  - j. For existing group handwashing facilities, other faucets/punch holes may be salvaged/covered to maintain physical distancing while doing the handwashing activity.
  - k. All DepEd personnel are encouraged to take up WHO online course on *Emerging respiratory viruses, including COVID-19: methods for detection, prevention, response and control* @ [openwho.org/courses/introduction-to-ncov](https://openwho.org/courses/introduction-to-ncov).
3. All private schools are likewise encouraged to intensify the implementation of WinS program.
  4. Divisional SBM-WinS Technical Working Group and Coordinators are tasked to monitor the WinS readiness of schools using the tool **WinS Readiness Checklist for the Opening of Classes 2020 amidst COVID-19 pandemic** (Attachment 1). Collection and consolidation of the tool results shall be submitted to the Regional Office (RO) before the opening of classes on August 24.
  5. Moreover, all School Improvement Plan (SIP) shall be revisited and Annual Implementation Plan (AIP) be revised to prioritize supplies, projects, and initiatives to combat COVID-19 pandemic.
  6. Schools are also encouraged to strengthen and expand partnership in the provision of hygiene kits to learners and installation of additional group/individual handwashing facilities.
  7. Clarification and queries relative to this Memorandum shall be sent to Dr. Rey Ignacio B. Cagang, regional SBM-WinS coordinator, through email address: [reycagang@deped.gov.ph](mailto:reycagang@deped.gov.ph).
  8. Immediate and wide dissemination of this Memorandum is desired.

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

ATCH.: as stated

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

SBM WinS ESSD

ESSD/rbc



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Attachment to Regional Memorandum No. 255, s. 2020  
**INTENSIFYING THE WASH IN SCHOOL (WinS) PROGRAM**  
**WinS Readiness Checklist for the Opening of Classes 2020**  
**amidst COVID-19 pandemic**

Region: \_\_\_\_\_ Division: \_\_\_\_\_  
 School: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Assessment No. **1**  
**2**

**Instruction:** Put a check the appropriate box corresponding each item.  
 (O for Observed, NO for Not Observed)

Indicators	O	NO	Remarks (number, status, condition, etc.)
<b>Crucial Indicators:</b>			
1. Installed handwashing facilities at the entrance & exit of the school.			
2. Presence of group handwashing facilities near the classrooms.			
3. Availability of water supply for handwashing.			
4. Availability of liquid soap at the handwashing facility.			
5. Supply of alcohol and other disinfectants at the entrance of schools.			
6. Foot bath installed at the school's entrance.			
7. Source of safe drinking water.			
8. Functional toilets available.			
<b>Non-crucial indicators:</b>			
9. Availability of learner's personal hygiene kits (with washable face mask).			
10. Installed "hands-free" handwashing facilities at the entrance/exit of the school.			
11. Availability of thermal scanner to monitor body temperatures.			
12. Availability of extra face masks at the school's entrance (to be provided to learners in case they have none)			
13. Group / individual handwashing facilities in strategic places (other than placed at the gates/entrances/exits)			
14. Posted IEC materials on proper handwashing and Covid-19 (FAQs, infographics, tarps, etc.)			
<b>If classes have started</b>			
15. Practices mandatory washing of hands upon entering the school and when leaving for home.			
16. Observes proper physical distancing inside and outside the classroom.			
17. Disinfects classrooms, school facilities & pathways regularly.			

**Note:** Crucial indicators-all indicators must be present, lacking 1 item automatically classifies the school as NOT WinS ready for the opening of classes amidst COVID-19 pandemic. This tool must be administered twice this year. First is on July 2020 (items 1-14 only). Results will guide the schools on what are yet to be prepared/accomplished, while SDO can use the result for planning in the provision of technical assistance to schools. The second round is to be done in August (all items 1-17) to determine whether all schools are ready for the opening of classes.



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# S.C.H.O.O.L.

Handwashing Technique

Wash hands at least 60 seconds adapting the S.C.H.O.O.L. Handwashing Technique while singing the WASH OUR HANDS song.

1. Wet both hands with water.



Slide

2. Apply soap and lather.



3. Rub hands palm to palm.



Cross

4. Palm to palm and cross fingers of both hands.



Hold

5. Hold in rotation on each finger in the right hand then vice versa.



Over

6. Rub back of hands and between fingers in vice versa.



Over

Lock

7. Press and twist your right fingertips on the left palm then vice versa.



4. Rinse hands thoroughly under running water.



5. Dry hands in the air and avoid using a towel for possible means of infection.





# WASH OUR HANDS

(In the tune of Row, Row, Row Your Boat)



**WASH, WASH, WASH** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.

**SLIDE, SLIDE, SLIDE** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.

**CROSS, CROSS, CROSS** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.



**HOLD, HOLD, HOLD** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.

**O (ver), O (ver), O (ver)** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.



**LOCK, LOCK, LOCK** our hands,  
Everyday my friend.  
Happily, happily, happily, happily,  
I'm healthy and clean.



DePED