




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

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BY: [Signature]

Division Memorandum
No. 117 series of 2021

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 : March 10, 2021

RE : **DISSEMINATION OF REGIONAL MEMORANDUM NO. 96, s. 2021:
MONITORING WINS PROGRAM IN THE PANDEMIC AND ASSESS
THE READINESS FOR SAFE RETURN TO SCHOOLS**

1. All Public Elementary and Secondary School Heads are enjoined to comply with the standards set out in the WinS program by updating their WinS Online Monitoring System (OMS) status within the month of **March-April 2021**.
2. The attached **Wash in school (WinS) Monitoring Form** (Attachment No. 1) **and Checklist to Assess the Readiness for Safe Return to School** (Attachment No. 2&3) shall serve as a monitoring tool for the Supervisors and school health personnel assigned with their signature affix on the School WinS Monitoring Forms prior to encoding in the online system. Collection and consolidation of the tool results shall be submitted to the Division on or before March 29, 2021.
3. Shall there be queries, contact **PAUL REGIE C. MABELIN, MD**, Medical Officer III, through **0917-718-1975**.

Encl.:

As stated

Copy Furnished:
SGOD-School Health Unit
Records Unit



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

Cagayan de Oro City

940
RELEASED

Office of the Regional Director

March 8, 2021

REGIONAL MEMORANDUM
No. 96, s. 2021

**MONITORING WINS PROGRAM IN THE PANDEMIC AND
ASSESS THE READINESS FOR SAFE RETURN TO SCHOOLS**

To: Schools Division Superintendents
School Governance and Operations Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Administrators
School Health Personnel
All others concerned

1. Regarding Department of Education (DepEd) Memorandum No. 194, s. 2018 titled Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in School) to ensure the safety, health, and well-being of the school populace, DepEd issued the Guidelines on the Required Health Standards in Basic Education Offices and Schools (DepEd Order No. 14 s. 2020) to encourage the schools to comply with the standards set out in the WinS program, which is at the forefront in preventing the spread of the COVID-19 virus.
2. While schools are currently not holding face-to-face classes, infrastructure and other mitigating measures should be in place for safe school physical reopening and operations. Monitoring through the WinS monitoring tool seems to be a challenging task for the schools as there are indicators that are not relevant to the current context or cannot be answered due to the current situation. Nevertheless, most of the questions found in the monitoring tool, especially questions related to infrastructure, are answerable. However, for inapplicable questions such as numbers 13, 31, 32, 37, 38, 39, 40, 48, 49, 51, 54, 55, and 56, please respond to these questions by using the data from the previous school year.
3. Hence, the schools division superintendents are directed to ensure that all schools shall update their **WinS Online Monitoring System (OMS)** status by reporting their school information in the WinS Monitoring Tool within the month of **March-April**. Supervisors and school health personnel assigned to monitor the school should affix their signatures on the School WinS Monitoring Forms (*Attachment No. 1*) prior to encoding in the online system.



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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4. In addition to WinS OMS, **Checklist to Assess the Readiness for Safe Return to School** shall be conducted to elementary and secondary schools in preparation of the face-to-face classes. Data are important for providing technical assistance to the schools. A quarterly consolidated monitoring reports shall be submitted to the Regional Office (RO) on or before the fifth day of the succeeding month of the quarter (1st quarter-April 5, 2nd quarter-July 5, 3rd quarter-October 5, & 4th quarter-January 5). Attached are the forms for the school assessment and consolidation (*Attachment No. 2 & 3*).

5. The **divisional WinS coordinators and school health section (SHS) heads** shall spearhead in the monitoring and coordination with the schools and district offices for these activities, WinS OMS, and Checklist to assess the schools' readiness. They shall submit the quarterly consolidated reports to the RO at ~~the appropriate school/region~~. **The RO will accept only the division-consolidated reports, NOT those reports directly and individually submitted by the schools' WinS coordinators to the RO.**

6. All queries regarding this memorandum may be coordinated with Dr. Rey Ignacio B. Cagang, regional supervising dentist/regional WinS coordinator, at 0956-608-0056.

8. Immediate and wide dissemination of this Memorandum is desired.


Dr. ARTURO B. BAYOCOT, CESO III
Regional Director

* Monitoring Wins Program in the Pandemic and
Assess the Readiness for Safe Return to Schools.

ESSD/ribc

Department of Education
REGION X – NORTHERN MINDANAO
WASH IN SCHOOL (WinS) 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? _____

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? Yes No
 (These toilets must have ramp, railing and adequate space for wheelchair)

13. How often are the sanitation facilities cleaned?

<input type="checkbox"/> Daily	<input type="checkbox"/> Once a week
<input type="checkbox"/> At least twice a week	<input type="checkbox"/> 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?
- | | | |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Offices | <input type="checkbox"/> Gardens |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Clinics | <input type="checkbox"/> Hallways |
| <input type="checkbox"/> Canteens | <input type="checkbox"/> Play areas | <input type="checkbox"/> 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?
- | | | |
|---|--|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Once a week | <input type="checkbox"/> No collection |
| <input type="checkbox"/> 2-3 times a week | <input type="checkbox"/> Less than once a week | |
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?
- | | |
|--|--|
| <input type="checkbox"/> Pumping out of water | <input type="checkbox"/> Soak pit |
| <input type="checkbox"/> Filling of stagnant water | <input type="checkbox"/> 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

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 flouride 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					

DEPARTMENT OF EDUCATION
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: _____

School Head

Position: _____

Department of Education
Region X – Northern Mindanao

CHECKLIST TO ASSESS THE READINESS FOR SAFE RETURN TO SCHOOL

Division of _____

CORE Questions			
	'Stay home, when not feeling well' policy in place?	Yes	No
1	Is strict 'stay home when not feeling well' policy in place?		
2	Is protocol on self-check-up for all prior to entering the school premises in place?		
3	Does the school have temperature scanner (or thermogun) to check all school entrants?		
4	Does the school have an establish linkage with the health sector at community level for updates and contact tracing?		
	Protective Equipment	Yes	No
5	Does the school ensure learners have personal hygiene kit (hand sanitizer and face mask)?		
6	Is a strict policy on wearing face mask in place according to Required Health Standards of DepEd?		
	Access to Handwashing Facilities	Yes	No
7	Does the school have enough handwashing facilities to enable handwashing for all learners, teachers, and other staff at:		
	a. School entrance (or exit)?		
	b. Toilets?		
	c. School canteen?		
8	Is water for cleaning and regular handwashing available?		
	a. From source on school premises		
	b. With support of parents and community		
9	Is the supply of soap enough to allow each students and staff to wash their hands at least 5 times a day?		
	Regular Cleaning / Disinfection and Waste Management	Yes	No
10	Is there enough supply of the following materials to ensure daily cleaning and disinfecting of toilets and frequently touched surfaces in accordance with standards:		
	a. Detergent?		
	b. Bleach (sodium hypochlorite)?		
	c. Sponges?		
	d. Toilet brush?		
	e. Dipper and Bucket (for flushing)		
	f. Gloves and face mask (for cleaners)?		
11	Does the school have a management system in place using checklist for cleaning and disinfection?		
	a. Frequently touched surface (e.g., door handles, railing, etc.)		
	b. Classrooms and offices		
	c. Toilets		
12	Does the school have enough manpower to ensure daily cleaning and disinfecting of toilets and high touch surface are done according to standards?		
13	Are waste bins with covers available in classrooms, toilets, and playground?		
14	Is waste management system in place to ensure trash bins are emptied on a daily basis?		

Maintaining Physical Distancing		Yes	No
15	Do the handwashing facilities allow children to maintain physical distancing?		
16	Are classroom desks arranged at least 1 meter apart or in accordance with government recommendations?		
17	Are one-way route systems established through the presence of markers, signages or arrows?		
Access to IEC materials		Yes	No
18	Have students, teachers and staff received an orientation on COVID-19 infection disease transmission and the ways of prevention?		
19	Are IEC materials (i.e., posters, brochures, nudges) available at visible locations:		
	a. Proper Handwashing?		
	b. Sneezing / Coughing or Respiratory etiquette?		
	c. Maintaining physical distancing?		
	d. Proper wearing of face mask?		
Other measures		Yes	No
20	Does the school ensure that the following communal space are properly ventilated:		
	a. Classrooms?		
	b. Toilets?		
	c. School canteen?		
21	Does the school set-up foot baths with disinfectants at entrance of schools?		
22	Does the school have a monitoring team or focal person to ensure that the protocols are regularly followed?		

Checked and evaluated by:

Printed name and signature: _____ Date: _____

Position: _____

Certified True & Correct by:

Printed Name & Signature: _____ Date: _____

School Head

Position: _____

Department of Education
Region X – Northern Mindanao

CHECKLIST TO ASSESS THE READINESS FOR SAFE RETURN TO SCHOOL

Division of _____ Elementary Secondary
 1st quarter 2nd quarter 3rd quarter 4th quarter

CORE Questions		Number of schools	
		Yes	No
	'Stay home, when not feeling well' policy in place?		
1	Is strict 'stay home when not feeling well' policy in place?		
2	Is protocol on self-check-up for all prior to entering the school premises in place?		
3	Does the school have temperature scanner (or thermogun) to check all school entrants?		
4	Does the school have an establish linkage with the health sector at community level for updates and contact tracing?		
	Protective Equipment	Yes	No
5	Does the school ensure learners have personal hygiene kit (hand sanitizer and face mask)?		
6	Is a strict policy on wearing face mask in place according to Required Health Standards of DepEd?		
	Access to Handwashing Facilities	Yes	No
7	Does the school have enough handwashing facilities to enable handwashing for all learners, teachers, and other staff at:		
	a. School entrance (or exit)?		
	b. Toilets?		
	c. School canteen?		
8	Is water for cleaning and regular handwashing available?		
	c. From source on school premises		
	d. With support of parents and community		
9	Is the supply of soap enough to allow each students and staff to wash their hands at least 5 times a day?		
	Regular Cleaning / Disinfection and Waste Management	Yes	No
10	Is there enough supply of the following materials to ensure daily cleaning and disinfecting of toilets and frequently touched surfaces in accordance with standards:		
	a. Detergent?		
	b. Bleach (sodium hypochlorite)?		
	c. Sponges?		
	d. Toilet brush?		
	e. Dipper and Bucket (for flushing)		
	f. Gloves and face mask (for cleaners)?		
11	Does the school have a management system in place using checklist for cleaning and disinfection?		
	a. Frequently touched surface (e.g., door handles, railing, etc.)		
	b. Classrooms and offices		
	c. Toilets		

12	Does the school have enough manpower to ensure daily cleaning and disinfecting of toilets and high touch surface are done according to standards?		
13	Are waste bins with covers available in classrooms, toilets, and playground?		
14	Is waste management system in place to ensure trash bins are emptied on a daily basis?		
	Maintaining Physical Distancing	Yes	No
15	Do the handwashing facilities allow children to maintain physical distancing?		
16	Are classroom desks arranged at least 1 meter apart or in accordance with government recommendations?		
17	Are one-way route systems established through the presence of markers, signages or arrows?		
	Access to IEC materials	Yes	No
18	Have students, teachers and staff received an orientation on COVID-19 infection disease transmission and the ways of prevention?		
19	Are IEC materials (i.e., posters, brochures, nudges) available at visible locations:		
	a. Proper Handwashing?		
	b. Sneezing / Coughing or Respiratory etiquette?		
	c. Maintaining physical distancing?		
	d. Proper wearing of face mask?		
	Other measures	Yes	No
20	Does the school ensure that the following communal space are properly ventilated:		
	a. Classrooms?		
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	c. School canteen?		
21	Does the school set-up foot baths with disinfectants at entrance of schools?		
22	Does the school have a monitoring team or focal person to ensure that the protocols are regularly followed?		

Submitted by:

Printed name and signature: _____

Position: _____