



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

2024-8904B

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DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE:                      Time: 3:18  
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Division Memorandum  
No. 053 series of 2024

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

FROM : **ALIENA S. DAJAY, PhD, CESE**  
*[Signature]* OIC-Schools Division Superintendent

DATE : January 30, 2024

RE : **SUBMISSION OF WaSH IN SCHOOLS (WinS) PROGRAM MONITORING  
TOOL FOR SY 2022-2023 AND SY 2023-2024**

1. In adherence to DepEd Order No. 10, s. 2016, this Office through the School Health Section informs the field on the **SUBMISSION OF WaSH IN SCHOOLS (WinS) PROGRAM MONITORING TOOL FOR SY 2022-2023 AND SY 2023-2024**. This program aims to ensure that all schools report and update their WinS status yearly with the use of the Three Star Approach (TSA). All School Heads are enjoined to intensify the implementation of SBM-WinS program by taking notice of the **WaSH IN SCHOOLS (WinS) Program monitoring tool (See Enclosure 1)**.

2. It is also reiterated that schools shall focus on the five crucial points of the WaSH in Schools Program which are the following: PROVISION OF SAFE DRINKING WATER, DAILY GROUP HANDWASHING ACTIVITIES, AVAILABILITY OF GROUP HANDWASHING FACILITIES WITH SOAP, ACCESS TO SANITARY PADS, AND GENDER-SEGREGATED TOILETS in order to meet the standards of the Three Star Approach (TSA). All accomplished WaSH IN SCHOOLS (WinS) Program monitoring tool form with signatures must be submitted on or before **Thursday, 15 February 2024**, attention: **MARCOS JULITA K. FULGENCIO, DDM**.

3. Shall there be queries, contact MARCOS JULITA K. FULGENCIO, DMD, Dentist II, through 0906-796-8794.

Encl.:  
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)



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**DEPARTMENT OF EDUCATION  
WASH IN SCHOOLS (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.
- For integrated schools, please fill up two forms, one for elementary and one for secondary.

Date: \_\_\_\_\_ School Year: \_\_\_\_\_ Level:  Elementary  Secondary

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_

Complete School Address: \_\_\_\_\_

Name of School Head: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**Total Enrolment:**

	MALE	FEMALE	TOTAL
Shift 1			
Shift 2			
Shift 3			

- Does the school provide drinking water? Check only one.
  - All the time
  - Yes, but supply is not regular
  - No drinking water in the school
- Is the drinking water provided by the school for free?  Yes  No
- Does the school coordinate with the LGU or water district to test the quality of water?  Yes  No
- How many times was the quality of water tested in the current calendar year? \_\_\_\_\_
- Did the test result show that water is safe for drinking?  Yes  No
- 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 \_\_\_\_\_
- 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

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

Functional	Not functional	Total

9. Are all functional toilets secure, private and have door with lock?  Yes  No

Do all functional toilets have lighting (includes natural light or alternative sources)  Yes  No

Do all functional toilets have adequate ventilation?  Yes  No

10. Do all exclusively female toilets have wrapping materials and trash bins for used sanitary pads?  Yes  No

11. How many exclusively female toilets have a washing facility inside the toilet? \_\_\_\_\_

12. Are detached toilets within view of school building and people?  Yes  No

13. 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

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

- Daily
- Once a week
- Less than once a week
- At least twice a week

15. Does the school burn its waste?  Yes  No

16. 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

17. Are the students segregating their solid waste properly?  Yes  No

18. Does the school have policies/sanctions which promote the practice of solid waste segregation?  Yes  No

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

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

20. Does the school have a compost pit for biodegradable waste?  Yes  No

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

22. Does the school have a materials recovery facility (MRF)?  Yes  No

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

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

25. In the past year, did the school experience any floods?  Yes  No

26. 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 larvicides, fish, etc.)
- Not applicable (e.g., no stagnant water because of sandy soil)

27. Does the school have a canteen?  Yes  No

28. Does the school canteen have a sanitary permit?  Yes  No

29. 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

30. Have all food handlers been oriented on food safety measures?  All  Some  None

31. Do all food handlers in the school have health certificates?  All  Some  None

32. 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.) \_\_\_\_\_

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

- Students are participants supervised by teachers
- There are students who assist teachers in supervising handwashing activities
- There are students assigned to lead handwashing activities

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

	Number of facilities	Total number of faucets/water outlets/faucet 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 (eg. Faucets, punch pipes, etc.)

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

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

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

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

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

38. 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) \_\_\_\_\_

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

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

40. For elementary schools, is there a regular supply of toothbrush and toothpaste for toothbrushing?  Yes  No

41. Are the repair and maintenance requirements for WASH facilities (i.e., water, toilet and washing facilities) reflected in the following? Check all applicable.

- School improvement plan (SIP)
- Annual improvement plan (AIP)

42. What are the sources of funds for WASH facilities and supplies? Check all applicable.

Item	Government	PRIVATE/ INDIVIDUAL DONATIONS	PTA FUNDS	LGU FUNDS	REGULATORY AGENCY/GOVERNMENT DEPARTMENT	OTHERS (SCHOOL BOARD, SCHOOL FUND, ETC)
Soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothbrush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothpaste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning materials/ supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair and maintenance (labor/spare parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

43. Where can learners avail of sanitary pads? Check all applicable.

- School Canteen
- Guidance Office
- Others: \_\_\_\_\_
- School Clinic
- Class adviser/teacher Laboratories

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 for girls with menstrual discomfort?  Yes  No

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

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

	Information	Education	Communication	Food Safety
Bulletin board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canteen/Eating areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

51. Are there organized structures (e.g., 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 General PTA 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

PREPARED BY:

TWG MEMBERS *	
PRINTED NAME	SIGNATURE

\* Signed by at least 3 – 4 members

CERTIFIED TRUE AND CORRECT BY:

School Head: \_\_\_\_\_  
(Signature over printed name)

Position Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKED BY DISTRICT OFFICE:**

**Head of Office:** \_\_\_\_\_  
(Signature over printed name)

**Position Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VERIFIED BY THE DIVISION OFFICE:**

**Head of Office:** \_\_\_\_\_  
(Signature over printed name)

**Position Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_