Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 8, 2021

DIVISION MEMORANDUM
No. 156, s. 2021

WATER, SANITATION, AND HYGIENE (WASH) IN SCHOOLS MONITORING PROGRAM FOR SY 2020-2021

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
District and School Health and Nutrition Coordinators
Others concerned

1. Please find attached ***OUA Memorandum No. 00-0521-0145*** *dated* ***06 May, 2021 from the Office of the Undersecretary of Administration*** *regarding WinS Monitoring Program for SY 2020-2021.*

2. Immediate and wide dissemination of this Memorandum is directed.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Reference: **DO no. 10 s 2016 dated 19 February 2016**
To be included in the Perpetual Index
under the following subjects:

ASSIGNMENT HEALTH EDUCATION MONITORING AND EVALUATION
PROGRAMS SCHOOLS STUDENTS

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Republic of the Philippines

Department of Education

REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 205 s 2021

WATER, SANITATION, AND HYGIENE [WASH] IN SCHOOLS MONITORING PROGRAM FOR SY 2020-2021

To: **All Schools Division Superintendents**
All Others Concerned

1. Attached is the **OUA Memorandum No. 00-0521-0145** dated **06 May, 2021** from the **Office of the Undersecretary of Administration** regarding the WinS Monitoring Program for SY 2020-2021.

2. Immediate compliance with this memorandum is desired.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Reference: **DO no. 10 s 2016 dated 19 February 2016**
To be indicated in the Perpetual Index
under the following subjects:

ASSIGNMENT PROGRAMS
HEALTH EDUCATION SCHOOLS
MONITORING AND EVALUATION STUDENTS

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DepEd Region VI - Western Visayas
EDUCATION SUPPORT SERVICES DIVISION
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OUAD00-0521-0145
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Office of the Regional Director
Dar[illegible], Iloilo City
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Date: 6/1/2021

OUA MEMO 00-0521-0145
MEMORANDUM
06 May 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents

Subject: **WATER, SANITATION, AND HYGIENE (WASH) IN SCHOOLS MONITORING PROGRAM FOR SY 2020-2021**

To set specific parameters and standards essential to every learner's right to access WASH in schools and learning centers nationwide, DepEd issued DO No. 10, s. 2016 - "**Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program**".

In line with this, Schools Division Superintendents are directed to ensure that all schools report and update their WinS status yearly by using the Three Star Approach (TSA). The WinS Reporting and Monitoring forms may be accessed through https://deped-wins.sysdb.site/Login/ .

For SY 2020-2021 remote learning compliance to the Basic Education-Learning Continuity Plan (BE-LCP), please refer to the attached Guide on Filling out the WinS Monitoring Tool, and the Monitoring Form itself. FAQs related to the monitoring and submission of WinS data is also attached.

Deadline for submission is on **July 10, 2021.** For more information on
1. WinS policies, programs, and resources, email wins@deped.gov.ph
2. WinS Monitoring Results and data, email deped.wins.helpdesk@gmail .com

For questions/clarifications regarding this memorandum, please contact Ms. Girlie G. Azurin, Senior Education Program Specialist and Mr. Vonerich B. Berba, Education Program Specialist II of BLSS-SHD at (+632) 8-632-9935 and email at blss.shd@deped.gov.ph .

For strict guidance and compliance.

ALAIN DEL B. PASCUA
Undersecretary

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Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]
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Guide on Filling out the WinS Monitoring Tool for School Year 2020-2021

To ensure the safety, health and well-being of learners as well as the teachers and other personnel, DepEd issued the Guidelines on the Required Health Standards in Basic Education Offices and Schools (DepEd Order No. 14, s. 2020). Schools are also encouraged 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.

While schools are currently closed, infrastructure and other mitigating measures should be in place for safe school physical reopening and operations.

Monitoring these measures seems to be a challenging task for the schools as there are indicators that are not relevant to the current context or could not be answered due to the current situation. This document provides guidance for schools on how to accomplish the monitoring tool for this school year.

Most of the questions found in the WinS monitoring tool, especially questions relating to infrastructure, are in fact answerable. However, in case of not applicable questions, we advise that you should still respond to these questions by using your data from the previous school year. But in the event that your school did not participate in previous monitoring, *leave the question blank* or put **#NA** if possible.

By doing so, this allows you to look at your own star-level in your own report card; while at the national level, we can calculate the star-ratings of schools nationwide. Data is important for providing technical assistance to the schools and for budgeting for next school year.

In answering the questions in the WinS Online Monitoring System for the school year 2020-2021 where Face-to-Face classes are not possible, please be guided by the following **Legends**:

* - Applicable/Answerable despite No Face-to-Face Classes
** - **Not Applicable/Not Answerable** due to No Face-to-Face Classes, hence, last year's WinS monitoring data should be encoded. In case you did not participate last year, please leave these questions blank

For other questions/concerns, please send an email to deped.wins.help@gmail.com.

DEPARTMENT OF EDUCATION
WASH IN SCHOOLS MONITORING FORM

Instruction: Fill out 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 Enrollment:

	Male	Female	Total
Shift 1			
Shift 2			
Shift 3			

B. WATER ACCESS*

1. Does the school provide safe drinking water?
☐ All the time
☐ Yes, but supply is not regular
☐ No drinking water in the school

2. Is the drinking water provided by the school free?
☐ Yes ☐ No

3. What mechanism 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 containers 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 _____

4. In the previous week, how often is water for daily handwashing 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 in certain hours
☐ Available daily for 24 hours

5. Does the school coordinate with the LGU or water district to test the quality of water? ☐ Yes ☐ No

6. How many times was the quality of water tested in the current calendar year?
_____

C. SANITATION* (Except in Item **#13**)

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

Male	Female	Shared/Communal

8. Are toilets secure, private, have door with lock, have lighting, and 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 a washing facility inside the toilet? _____

11. Are detached toilets for girls within view of school building and people?
   ☐ Yes ☐ No

12. 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

13. How often are the sanitation facilities cleaned?**

☐ Daily ☐ Once a week
☐ At least twice 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 the 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 ☐ Once a week ☐ No Collection
☐ 2-3 times a week ☐ Less than once a week

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

20. Does the school have a 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 tank/s?
☐ All ☐ Some ☐ None

23. Does the school have a functional drainage from the kitchen and wash 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 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 a canteen?
☐ Yes ☐ No

27. Does the school canteen have a 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 (See Applicable Legends)

31. How many times in a week is supervised 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
☐ There are students who assist teachers in supervising handwashing activities
☐ There are students 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 available in the following areas?*
☐ Classrooms ☐ Canteen/Eating Areas ☐Clinics
☐ Toilets ☐ Play areas ☐ Laboratories
☐ Agricultural areas (eg. Gulayan, livestock area)

37. Do children perform individual handwashing the following times?**

☐ Before meals ☐ After cleaning activities
☐ After using the toilet ☐ After playing in the playground
☐ 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?** _____

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 the following? Please check all that apply.*

Item	School MOOE	Private donations	PTA	LGU Funds	Children bring their own
Soap	☐	☐	☐	☐	☐
Toothbrush	☐	☐	☐	☐	☐
Toothpaste	☐	☐	☐	☐	☐
Cleaning materials/supplies	☐	☐	☐	☐	☐
Repair and maintenance (labor/spare parts)	☐	☐	☐	☐	

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 girl's 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?**** _____

F. HYGIENE EDUCATION*

50. Which areas have IEC materials for WinS?

	Hygiene (Hand-washing, tooth-brushing)	Menstrual Health Management	Sanitation (waste segregation/ disposal, drainage, deworming)	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

FREQUENTLY ASKED QUESTIONS (FAQs)

1. When will be the deadline of submission of WinS Monitoring data for this school year?

Schools may submit their WinS monitoring data from November 2020 until the end of academic year (July 2021).

2. There are questions that are not applicable as schools are not open yet. How do the schools answer these types of questions?

The DepEd Bureau of Learner Support Services - School Health Division (BLSS-SHD) will issue a guideline on how the schools will fill out the WinS monitoring tool for school year 2020-2021. Most questions in the monitoring tool are still answerable despite schools do not offer face to face learning opportunities. However, in case of non-applicable questions (for example: How many times in a week is supervised group handwashing with soap conducted for all children in the school?), please use your data from previous year to answer these types of questions.

3. What if the schools did not participate in the WinS Monitoring last year? How are they going to answer the non-applicable questions?

In the event that the schools did not participate in the WinS Monitoring last school year, you are advised to leave the question unanswered, or if possible, just write #NA.

4. Where can I find the results of the previous rounds of WinS monitoring?

If you can no longer access your previous data, just log into the official DepEd WASH in Schools Online Monitoring system (DepEd WinS OMS (sysdb.site)), using your own username and password. If you have trouble accessing your account, please contact your respective division/regional coordinators. Once signed in, follow these steps:

- Under the Modules section, click the 'Generate Report'
- Specify first the school year you are interested in to look at (i.e. at this time, select SY 2019)
- Select your school level (whether elementary or secondary).
- Then, fill in the remaining fields such as your region, division, district (for ES only) and the name of your school.
- Under the Statistical Reports, click the 'WinS Database' to download your previous data

5. What if schools have already submitted their data before the implementation of the new guideline? Does the system allow resubmission of data? Will it replace the old entry?

Yes, the data to be uploaded will overwrite your previous entry. The WinS online monitoring system avoids double entries unless schools enter an incorrect school ID.

6. Can I see the data from previous years?

Yes, you can, up to a certain level. There are no PowerBI based dashboards for viewing WINS monitoring data at the individual school level. But there are WINS monitoring dashboards at SDO level. These can be found at the following websites:

- SY 2019/20– http://bit.ly/38cJ4AC
- SY 2018/19 – http://bit.ly/2XaXKdj
- SY 2017/18 – http://bit.ly/35dWElA

7. Are schools required to submit their WinS data this school year?

As indicated in the DepEd Order No. 194, s. 2018 entitled "Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation, and Hygiene in Schools Program), the CO, ROs, SDOs, and all public schools are tasked to ensure utilization of and compliance to the global concept of Three Star Approach (TSA) indicators thru the WinS Online Monitoring System (WinS OMS).

The result of the WinS OMS shall serve as basis for planning, policy direction, and provision of WinS interventions.

8. Are there any changes in the WinS Monitoring tool since we are in the midst of a pandemic and as there are no face-to-face classes held?

No, there are no changes in the tool. Please refer to the Water, Sanitation, and Hygiene in Schools (WinS) Program Monitoring for School Year 2020-2021 and the guidelines issued by the Department of Education.

9. How can we assist schools in accessing their WinS monitoring account especially when they forgot their username and password?

Bring this up to the regional or division ICT coordinators as they have been given access to 'Manage schools' feature of the online monitoring system. In case you were not able to get support at Division or Regional level please email your concerns directly to technical persons within BLSS-SHD (deped.wins.help@gmail.com)

10. In case of integrated schools, should they send two WinS data one for elementary and one for secondary?

Yes, this has been the protocol since the implementation of WinS monitoring. During the orientation of the WinS monitoring, integrated schools were advised to submit two sets of WinS data: one for elementary level and one for secondary level. Be sure to indicate or tick the correct school level in the WinS monitoring tool.

11. How to verify if the data submitted by all schools under our SDOs or region have been entered already into the system?

It's easy to verify. Just log in to the official DepEd WASH in Schools Online Monitoring system (DepEd WinS OMS (sysdb.site), using your own username and password. If you have trouble accessing your account, please contact your respective division/regional coordinators. Take these steps once signed in:

- Click 'Modules' and then click 'Generate Reports'
- Under the Generate Report screen, select the school year you are interested in to explore.
- Indicate whether you want to look at either elementary or secondary.
- Specify in the 'Summarize by' whether you want to see the whole region or just a particular SDO.
- Indicate your Region but in case of SDO, indicate your both region and SDO
- Leave the School District and School sections blank
- Generate the data by clicking 'WinS Database' under the Statistical Reports
- Open the excel file (xls) generated and check if all schools under your SDO or regions have encoded their WinS data already.
- Repeat the process for Secondary Schools

For any concerns, please feel free to contact the emails provided in the memorandum.

When asking for support, please provide specifics (a screenshot or photo as applicable or detailed information regarding your concern). Please note that we may receive hundreds of messages and providing clear and complete information will allow us to better respond to your concern. Thank you.

KAGAWARAN NG EDUKASYON

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