



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. *803*, s. 2021

**SUBMISSION OF ONLINE MONITORING SYSTEM REPORT ON WASH IN**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
All Public Schools District Supervisors  
All Public Elementary School Heads  
All Others Concerned

1. You are hereby directed to submit WASH IN SCHOOLS DATA REPORT using the online system; soft copy of forms can be downloaded thru this link <https://deped-wins.sysdb.site/> (File name WinS monitoring System for Schools version 2017-06-04)
2. Since schools are currently not holding face to face classes, there are inapplicable questions such as numbers 13, 31, 32, 37, 38, 39, 40, 48, 51, 54, 55 and 56 (item number of the questions may vary on the soft copy form), please respond to these questions using the data from previous school year. (Please see attached form for your reference)
3. Furthermore, you are requested to submit in hard copy the said data to Division School Health Section, to wit:
  - a. Wash in Schools Online Monitoring Form
  - b. WinS 3 Star Matrix for Schools
  - c. WinS 3 Star Report for Schools
  - d. WinS 3 Star Charts for Schools
4. The requested online data should be submitted thru this email address [janet.gaddi@deped.gov.ph](mailto:janet.gaddi@deped.gov.ph) on or before November 5, 2021
5. For any queries, please contact Ms. Janet Gaddi (Division WinS Coordinator) at 09064485636.
6. For widest dissemination and strict compliance.

*ppaulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

*10/8/2021*

SPP/JMA-MKP/SGOD/RBP/SLBC/jlg



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph

**08 OCT 2021**

DEPARTMENT OF EDUCATION  
DIVISION OF NEGROS ORIENTAL  
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			

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

Available daily for 24 hours

8. How many toilet seats are available for children in the school?

*Do not include toilet seats for teachers.*

	MALE	FEMALE	SHARED/COMMUNAL	TOTAL
Functional				
Not functional				

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

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/punch 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	SCHOOL MOOE	EXTERNAL PARTNERS			VOLUNTARY DONATIONS FROM INTERNAL STAFF	CHILDREN BRING THEIR OWN
		PRIVATE/ INDIVIDUAL DONATIONS	PTA FUNDS	LGU FUNDS		
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.

	HYGIENE (HANDWASHING, TOOTHBRUSHING)	MENSTRUAL HEALTH MANAGEMENT	SANITATION (WASTE SEGREGATION/DISPOSAL, DRAINAGE, DEWORMING)	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"/>
Canteen/Eating areas	<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:* \_\_\_\_\_