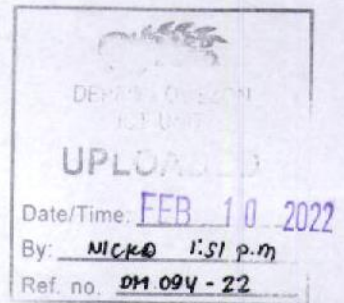




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



9 February 2022

DIVISION MEMORANDUM

No. 94, s. 2022

**DIVISION WASH IN SCHOOLS (WinS) PROGRAM MONITORING
AND ACTIVITIES FOR CY 2022**

To : OIC-Assitant Schools Division Superintendents,
Division Chiefs
All Public Elementary and Secondary School Heads
School Health Personnel
School WinS Coordinators
All Others Concerned

1. In line with DepEd Order No. 10, series of 2016 or the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program Policy and Guidelines, all public elementary and secondary schools shall periodically submit report on the status WinS program implementation to the Schools Division Office as part of the monitoring and evaluation.
2. In this regard, all schools shall submit report and update their status thru the WinS Three Star Approach (TSA) using the WinS Monitoring Tool for Schools version 2017-06-04 (MS Excel file format)
3. This Office also disseminates DepEd OUA Memorandum No. 00-1221-0159 titled WinS Monitoring Program for SY 2021-2022 to be used as a guide on how to accomplish the WinS monitoring tool for this school year. (Please see attached OUA Memo)
4. The following are the reminders in accomplishing the monitoring tool for SY 2021-2022:
 - a. For schools that are part of pilot implementation of limited face-to-face classes: Fill out the WinS Monitoring tool using the current school year's data for all indicators.
 - b. For the schools that remain under the remote learning modalities: Use the SY 2019-2020 data for non-applicable questions or refer to OUA Memo 00-0521-0145 dated 06 May 2021 (Please see attached OUA Memo)

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- c. For questions on daily group handwashing activity: Use the SY 2019-2020 data or answer the **Question #32 with 5 times a week** to indicate that this requirement is met through strict implementation of handwashing for everyone entering the school
 - d. For integrated schools: Please submit two forms, one for elementary and one for secondary level.
5. All accomplished monitoring tool from schools must be submitted in SOFT COPY(MS Excel file) to the District Nurses on or before **March 4, 2022**. The following format shall be used when saving the tool: **SY2021WINS-Name of District-Name of School** (eg. *SY2021WINS-Agdangan-Agdangan Central ES*)
 6. All district nurses shall review the accomplished monitoring tool before uploading to the DepEd WinS Online Monitoring System (<https://deped-wins.sysdb.site/Login/>). All reviewed and uploaded WinS Monitoring tool shall be forwarded **PER DISTRICT** to School Health Section e-mail address: **sdoquezonforthewins@gmail.com** on or before **March 15, 2022**.
 7. Deadline of submission and uploading in the WinS OMS is on **March 31, 2022**.
 8. The Division WinS Core Group shall provide online and onsite technical assistance and capacity development trainings for field implementers. All schools with star-level rating will be validated by the Division WinS Technical Working Group. A separate Division Memorandum will be issued pertaining these activities. (Please see attached WinS Timeline of Activities for CY 2022)
 9. To strengthen implementation and coordination among program implementers, all districts and schools shall officially identify and designate one **District WinS Coordinator** and **School WinS Coordinators**. The WinS Coordinators shall serve as WASH advocates and ensure that the roles and responsibility in implementing WinS program are complied at their respective level. All designated WinS Coordinators shall register to this link: <https://forms.gle/Yxvk9Y1B3ekwk6PP9>
 10. For further questions and clarifications, you may contact **Nurse Soren Joshua P. Pabella**, Division WinS Coordinator, at **09209670393**.

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SCHOOLS DIVISION OF QUEZON PROVINCE

11. Immediate and widest dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shssjpp02/09/2022

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Enclosure to DM No. _____ s. 2022

WATER, SANITATION AND HYGIENE IN SCHOOLS (WinS) PROGRAM

**TIMELINE OF ACTIVITIES
CY 2022**

Month/Date	Activity
January-February	School-level Preparation and Self-Assessment of WinS Quality Indicators
February 1-28	Accomplishing School WinS monitoring form/ Encoding in prescribed Excel file
February 18	Deadline of Submission of List of Schools for Correction, Renaming and Deletion in WinS OMS (To be endorsed to SDO ICT Officer)
March 2	Online Technical Assistance and Coaching for School Health Personnel and District WinS Coordinators on Filling-out WinS Monitoring Tool for SY 2021-2022
March 4	Deadline of Submission of Accomplished WinS Monitoring form Excel File (from Schools to District Nurses)
March 5-30	Review and Uploading of Accomplished WinS Monitoring form (Excel File) in the DepEd WinS Online Monitoring System (OMS)
March 21-23	Capacity Development and Technical Assistance Planning of Division WinS Core Group Members and Team Leaders
March 15	Deadline of submission of e-copy of WinS Monitoring Tool (from District Nurses to SDO- SHS)
March 31	Deadline of submission of WinS report in the WinS OMS as per OUA Memo 00-1221-0159
April	Division WinS TWG Meeting
April-May	Online or Onsite Focus Group Discussion and Validation of Schools with Star level Rating
June or July	Division WinS Appreciation Program for SY 2021-2022
August-September	Continuous Improvement and Integration of WASH in the Brigada Eskwela
October	Division WinS TWG Meeting and Dialogue with WASH Partners Division Global Handwashing Day Celebration
November or December	WASH in Schools Program Implementation Review

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Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0159**MEMORANDUM**

22 December 2021

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Coordinators
(Water, Sanitation, and Hygiene [WASH] in Schools [WinS])
Public Schools District Supervisors (PSDS)
School Heads
All Others Concerned**

Subject: **WINS MONITORING PROGRAM FOR SY2021-2022**

To set specific parameters and standards essential to every learner's right to access WinS and learning centers nationwide, the Department of Education (DepEd) issued Department Order No. 10, s. 2016 titled *Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program*.

In line with this, the Office of the Undersecretary for Administration (OUA) directs Schools Division Superintendents (SDSes) to **ensure that all schools report and update their WinS status yearly** with the use of the Three Star Approach (TSA). The WinS Reporting and Monitoring forms can be accessed through <https://deped-wins.sysdb.site/Login/>.

Kindly refer to the following **reminders for SY2021-2022**:

1. For schools that are part of the pilot implementation of face-to-face classes:
 - a. Fill out the WinS Monitoring Tool using the current school year's data for all indicators.
2. For schools that remain under remote learning modalities:
 - a. Use the SY2019-2020 data for the non-applicable questions or refer to **OUA Memo 00-0521-0145** dated 06 May 2021 for the guidelines on filling out the WinS Monitoring Tool.
 - b. For the question on daily group handwashing activity (one of the five crucial indicators), use the SY2019-2020 data or indicate that this requirement is met through the strict implementation of handwashing for everyone entering school premises.

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of Major Programs**Office of the Undersecretary for Administration (OUA)***[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

Answer question #32 of the WinS Monitoring Tool (shown below) with **5 times a week** and indicate involvement of teachers/students assigned to support handwashing at school entrance.

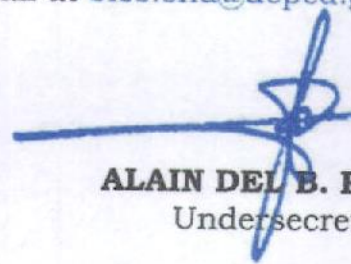
32. How many times in a week is supervised group handwashing with soap conducted for all children in the school? (Write 0 if this is not done in school.) _____

All schools are advised to refer to the WinS booklets on Water, Sanitation, Hygiene and Deworming for additional details on compliance with indicators. These are available at the DepEd WinS Webpage at <https://wins.deped.gov.ph/category/wins-resources/>.

The deadline for submission is on **31 March 2022**. For more assistance and information on technical issues regarding uploading and accessing the Online Monitoring System, email deped.wins.help@gmail.com and your respective Regional WinS Focal Person. For WinS policies, programs, and resources, email wins@deped.gov.ph.

For queries or concerns on this subject, please contact Dr. Maria Corazon C. Dumlao (Chief) and Mr. Vonerich B. Berba (Education Program Specialist II) of the BLSS-SHD, through (02) 8632 9935 or email at blss.shd@deped.gov.ph

For guidance and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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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/>.

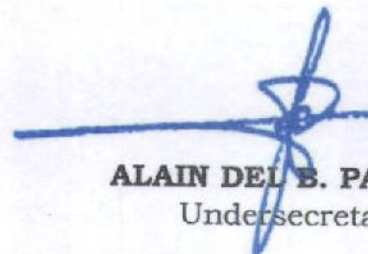
For SY 2020-2021 remote learning compliance to the Basic Education-Learning Continuity Plan (BE-LCP), please refer to the attached Guide on Filling out the WinS Monitoring Tool, and the Monitoring Form itself. FAQs related to the monitoring and submission of WinS data is also attached.

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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