



Memorandum

TO: OIC- Assistant Schools Division Superintendent  
OIC Chief, Curriculum Implementation Division  
Public School District Supervisors  
OIC-Chief, School Governance and Operation Division  
Elementary School Heads/TIC/OIC  
Junior and Senior High School Heads/TIC/OIC  
Wash in School Technical Working Group  
All other concerned

FROM: **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT: **WinS SELF-ASSESSMENT**

Date: July 16, 2018

WASH (Water, Sanitation and Hygiene) in School (WinS) is being implemented in Department of Education under DepEd Order No. 10 s. 2016. To ensure the quality of WASH practices in school, a WinS Three Star Approach is designed as an integrated system, thereby contributing largely to achieve sustainable improvements for healthy schools that support all children in their development.

In view of the above, WinS TWG are required to conduct Self-Assessment of their WinS implementation, check 5 crucial indicators (1. Safe Drinking Water, 2. Gender Segregated Toilets, 3. Group Hand washing Facility (for 10 pupils in elementary and for 5 students for Junior and Senior High School) 4. Daily Group Hand washing Activity and 5. Access to sanitary napkin.) , complete and submit the monitoring form to the system: [www.deped-wins.sysdb.site](http://www.deped-wins.sysdb.site) on or before August 1, 2018.

WinS TWG SDO level will conduct the validation starting September.

Attached are the monitoring form and the WinS TWG-SDO Level.

UM 3/3 s. 2018  
@HNUeac



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



	DIVISION/NAME	POSITION/DESIGNATION
1	Dr. Rommel C. Bautista, CESO V	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC- Assistant Schools Division Superintendent
3	Mr. Lito Palomar	OIC- Chief Curriculum Implementation Division
4	Mr. Nimrod Tupas	PSDS
5	Dr. Gloria Benedicto	PSDS
6	Dr. Emily Concio	PSDS
7	Mrs. Viviene Martinez	PSDS
8	Ms. Marilou Lico	PSDS
9	Mrs. Jocelyn Perez	PSDS
10.	Mrs. Jennie Casauay	PSDS
11	Mr. Michael Tayona	PSDS
12	Ms. Luz Cayanong	PSDS
13	Ms. Marilyn Zapanta	PSDS
14	Mrs. Florabel Tolentino	ITO
15	Mr. Anselmo Celeste Jr.	OIC-School Governance Operation Division Chief
16	Dr. Jonathan P. Domingo	EPS-SGOD
17	Mr. Alfonso Abogado	SEPS-Planning and Research
18	Mrs. Myra Villareal	EPS- Planning and Research
19	Mr. Albeno Delmonte	SEPS-SocMob
20	Mr. Rizalvy Pineda	EPS-SocMob
21	Mr. Noel Merino	PDO-DRRM
22	Mrs. Alene Tayona	SEPS-HRD
23	Dr. Gayle Malibiran	EPS-HRD
24	Dr. Isabel Gonzales	SEPS-Monitoring & Evaluation
25	Mrs. Flordeliza Mendiola	EPS-Monitoring & Evaluation
26	Madiel Verzola	Engineer
27	Rico Reyes	Medical Officer III/Health & Nutrition Coordinator
28	Myr Sampinto	Dentist II
29	John Joseph Formoso	Dentist II
30	Phanny S. Ramos	Nurse II
31	Elaine A. Calacday	Nurse II
32	Arline Dulin	Nurse II
33	Salvador Waniwan	Nurse II



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34	Jed David Dela Cruz	Nurse II
35	Dr. Ferdinand Millan	Principal IV Juan Sumulong ES
36	Dra. Concepcion Lat	Medical Officer- City Health Office
37	Mr. Jonathan Salen	Brgy Captain San Isidro ES
38	Mrs. Maria Fe Guilas	Save the Children
39	Karleen Reodique	Save the Children



**A. School Profile**

Date of Survey: (yyyy-mm-dd)		* Required
School Year		* Required
Level		* Required
School Name		* Required
School ID		* Required
School District		
Division		
School Address		
Name of the School Head		
Contact Number		

Total Enrolment	Male	Female	Total
Shift 1			0
Shift 2			0
Shift 3			0

**B. Water Access**

1. Does the school provide drinking water?	
2. Is the drinking water provided by the school for free?	
3. Does the school coordinate with the LGU or water district to test the quality of drinking water?	
4. How many times was the quality of drinking water tested in the previous school year?	
5. Did the test result show that water is safe for drinking?	
6. What other mechanisms are used to ensure that drinking water in school is safe? Check all	
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)	

**C. Sanitation**

B. How many toilet seats are available for children in the school? Do not include toilet seats for teachers.	Male	Female	Shared/ Communal	Total	Pupil Toilet Ratio
Functional				0	
Not Functional				0	

9. Are all functional toilets secure, private and have door with lock?	
Do all functional toilets have lighting? (includes natural light or alternative sources)	
Do all functional toilets have adequate ventilation?	
10. Do all exclusively female toilets have wrapping materials and trash bins for used sanitary pads?	
11. How many exclusively female toilets have a washing facility inside the toilet?	
12. Are detached toilets for girls within view of school building and people?	
13. Are there toilet/s designed for persons with limited mobility? (These toilets must have a ramp, railing and adequate space for a wheelchair)	
14. How often are the sanitation facilities cleaned?	
15. Does the school burn its waste?	

16. Are segregated trash bins with cover available in the following areas?	
Classrooms	
Toilets	
Canteens	
Offices	
Clinics	
Play areas	
Gardens	
Hallways	
Gyms/Stage	
17. Are the students segregating their solid waste properly?	
18. Does the school have policies/sanctions which promote the practice of solid waste segregation?	
19. How regular is garbage being collected from the school?	
20. Does the school have a compost pit for biodegradable waste?	
21. Does the school have a refuse pit for non-biodegradable waste?	
22. Does the school have a materials recovery facility (MRF)?	
23. Do all toilets in the school have functional septic tank/s?	
24. Does the school have a functional drainage from the kitchen and all wash areas to ensure that there is no stagnant water?	
25. In the past year, did the school experience any floods?	
26. Does the school adopt the following mechanisms to address stagnant water?	
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?	
28. Does the school canteen have a sanitary permit?	
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?	
31. Do all food handlers in the school have health certificates?	

#### D. Hygiene

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		
Students assist teachers in supervising handwashing activities		
Students are assigned to lead handwashing activities		
34. How many handwashing facilities are available in your school?	Number of Facilities	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?		
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/eating/handling food	
After using the toilet	
After handling soil and animals	
After cleaning activities activities/handling garbage	
After playing	
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?	
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/ Individual donations	PTA	LGU Funds	Voluntary donations from internal staff	Children bring their own
Soap						
Toothbrush						
Toothpaste						
Cleaning materials/supplies for toilets						
Repair and maintenance						

43. Where can learners avail of sanitary pads?	
School Canteen	
School Clinic	
Guidance Office	
Class Adviser/Teacher	
Others	
44. Is there information on proper disposal of sanitary napkins in the girls toilet?	
45. Are there DepEd Approved Instructional materials on Menstrual Health for Teachers?	
46. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students?	
47. Is there a designated rest space/changing room for girls with menstrual discomfort?	

**E. Deworming**

48. Is deworming done semi-annually?	
49. What is the total number of students dewormed?	

**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?	
52. Is WinS a part of INSET?	
53. Are learning materials available for teaching WinS?	
54. Is WinS being advocated in the GPTCA assembly?	
55. Are there planned and organized activities for advocating WinS to parents/stakeholders?	
56. Is WinS part of the co/extra-curricular program for students?	