



Republic of the Philippines  
Department of Education  
Region VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

May 31, 2021

Division Memorandum  
No. 344 series of 2021

For: Public Schools District Supervisors / Acting Public Schools District Supervisors  
School Administrators / School in Charge  
School WinS Coordinators  
School ICT Coordinators  
All Others Concerned

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 336, s. 2021 entitled "DISSEMINATION OF WATER, SANITATION AND HYGIENE (WASH) in SCHOOLS (WINS) MONITORING PROGRAM SY 2020-2021"**

- I. This office issues this memorandum to provide specific instructions in connection to recently issued Division Memorandum No. 336, s. 2021 entitled "Dissemination Of Water, Sanitation And Hygiene (Wash) In Schools (Wins) Monitoring Program Sy 2020-2021"
- II. The School WinS Coordinator shall ensure the timely submission of their school's updated WinS status via the DepEd WinS data base website:  
<http://deped-wins.sysdb.site/Login/>
- III. **Only schools who were not able to submit** their WASH in Schools (WinS) report for **SY 2020-2021** are instructed to comply with the submission of their updated school WinS report for the said school year.
- IV. The School Head and the School ICT Coordinator are enjoined to provide technical assistance and support for the updating of the school WinS status.
- V. See **attachment for the list of schools still to update** their WinS status for **SY 2020-2021**.
- VI. For information, dissemination, and prompt compliance.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



<b>SCHOOL ID</b>	<b>SECONDARY SCHOOL NAME</b>
302815	Batuan NHS
312339	Calatrava IS
302826	Camaya-an NHS
312342	Cataban IS
302836	Clarin National School of Fisheries
312349	Danahaw IS
302828	Handumon NHS
312313	Mayor Catalino Casoyla Mem HS (Suba HS)
302879	Nahawan NHS
312331	Ponciana E. Leoligao HS
312338	San Isidro IS
312343	San Roque IS
312340	Tubod Monte IS
500961	Ubojan Integrated School

<b>SCHOOL DISTRICT</b>	<b>SCHOOL ID</b>	<b>SCHOOL NAME</b>
Catigbian	118181	Rizal PS
Clarin	118184	Bacani ES
Corella	118200	Canangcaan IS
Danao	118240	Danao Gamay PS
Danao	118244	Remedios PS
Danao	118247	San Jose PS
Danao	118250	Santa Fe PS
Danao	118252	Tabok ES
Getafe	118331	Getafe Central ES
Inabanga South	118404	Lutao ES
Jagna	118432	Tubod Monte IS
Loon North	118480	Cantam-is ES
Loon South	118493	Basdacu PS
Loon South	118502	Napo ES
Loon South	118508	Tubodacu ES
San Isidro	500213	Cabanugan IS (Sec)





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director


MAY 26 2021

Regional MEMORANDUM  
No. 0394, s. 2021

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

To: Schools Division Superintendents  
Assistant School Division Superintendent  
All Others Concerned

1. This is in reference to attached OUA MEMO 00-0521-0145 entitled Water, Sanitation and Hygiene (WASH) in Schools (WinS) Monitoring Program for SY 2020-2021. The Memorandum is issued to ensure the program implementation, setting specific parameters and standards essential to every learner's right to access WASH in Schools facilities and learning centers. DepEd Order No.10 s, 2016, "Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program was created to guide the program implementation.
2. In this regard, Schools Division Superintendents are directed to ensure that all schools report and submit updates on their WinS status annually using the Three-Star Approach (TSA). Report Monitoring Forms may be accessed through this website <https://deped-wins.sysdb.site/Login/>
3. Furthermore, for SY 2020-2021, remote learning compliance to Basic Education Learning Continuity Plan (BE-LCP), refer to attached Guide on Filling out the WinS Monitoring Tool, Monitoring Form and the Frequently Asked Questions (FAQs) related to the monitoring and submission of WinS data.
4. In line with this, deadline for the submission is on **July 10, 2021** and access to the following website is requested for more information:
  - a. WinS policies, programs and resources, email [wins@deped.gov.ph](mailto:wins@deped.gov.ph)
  - b. WinS Monitoring Results and Data, email [deped.wins.helpdesk@gmail.com](mailto:deped.wins.helpdesk@gmail.com)
5. For more of the details, please refer to attached communication and may also contact this Office through Dr. Melissa M. Paradela, Regional Supervising Dentist and WinS Focal Person, email [melissa.paradela@deped.gov.ph](mailto:melissa.paradela@deped.gov.ph)
6. For immediate dissemination and compliance to this Memorandum.

  
**SALUSTIANO T. JIMENEZ, JD., EdD. CESO V**  
Director IV  
Office of the Regional Director

STJ/CAE/TTP/MMP



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**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](mailto:wins@deped.gov.ph)
2. WinS Monitoring Results and data, email [deped.wins.helpdesk@gmail.com](mailto: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](mailto:blss.shd@deped.gov.ph).

For strict guidance and compliance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



**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)*

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](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

## 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](mailto: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	<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"/>
Toothpaste	<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"/>
Repair and maintenance (labor/spare parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<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 (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/35dWEIA>

**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](mailto: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 \(sysdb.site\)](http://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.



QUADIG-0521-0145  
To avoid confusion, please scan the QR Code

