



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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March 16, 2021

**DIVISION MEMORANDUM**

No. 091, s. 2021

**DIVISION, MONITORING AND EVALUATION OF WINS IMPLEMENTATION IN TIMES OF PANDEMIC AND ASSESSMENT OF THE READINESS FOR SAFE RETURN TO SCHOOLS**

To: Education Program Supervisors  
Elementary School Heads/Principal  
Secondary School Heads/School In-charge  
Monitoring and Evaluation Personnel  
School Health Personnel  
All others concerned

1. Pursuant to the RM No. 96, s. 2021 Re: Monitoring WINS Program in the Pandemic and Assess the Readiness for safe return to schools, this office thru the Medical School Health and Monitoring and Evaluation shall conduct its monitoring on March 22-26, 2021 as scheduled (schedule enclosed herewith).
2. This activity aims to:
  - ✓ Track the progress of School Wins Program Implementation
  - ✓ Ensure the safety, health well-being of the school populace amidst COVID-19 pandemic.
  - ✓ Update WINS online Monitoring (OMS) status by reporting their school information in the WinS tool with in the March – April
  - ✓ Determine the needed policies and technical assistance to strengthen the program implementation.
3. At present, monitoring through the WinS tool seems to be a challenging task for the schools as there are indicators that are not relevant to the current context or cannot be answered by due to the current situation. Accordingly, all are advised to use the data from the previous school year in responding to question numbers 13, 31, 32, 37, 38, 39, 40, 48, 49, 51, 54, 55 and 56.
4. Monitoring as per checklist to assess the readiness for safe return to school shall be simultaneously done with the OMS WinS monitoring tool. Kindly see attached Checklist and OMS tool for your guidance and information. These shall be submitted on or before March 30, 2021, June 30, 2021, September 30, 2021, and December 27, 2021. Soft copies of the monitoring tools will be sent to [franzmabelle.gaid@deped.gov.ph](mailto:franzmabelle.gaid@deped.gov.ph) email address.



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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5. Supervisors of assigned schools, school heads, Monitoring and Evaluation team and school health personnel should affix their signatures on the School WinS monitoring forms.
6. This Office shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.
7. For queries regarding this memorandum, please contact Ms. Franz Maybelle M. Gaid Division WinS coordinator at 09260892116.
8. For information and strict compliance.

**OLGA C. ALONSABE, PhD., CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

*SGOD/FMG*





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**DIVISION MONITORING AND EVALUATION SCHEDULE FOR WINS AND  
ASSESSMENT OF THE READINESS FOR SAFE RETURN TO SCHOOLS**

DATE/DAY	NAME OF SCHOOLS	TIME
MARCH 22, 2021 MONDAY	KALABAYLABAY ES	11:00 AM
	HINIGDAAN ES	1:00 PM
	HINIGDAAN NHS	2:00 PM
	BOLISONG ES	3:00 PM
	COGON ES	4:00 PM
MARCH 23, 2021 TUESDAY	MOLUGAN CS	8:00 AM
	MOLUGAN NHS	9:30 AM
	AMOROS ES	11:00 AM
	SAMBULAWAN ES	1:00 PM
	SAMBULAWAN NHS	2:00 PM
	TAYTAY ES	3:00 PM
MARCH 24, 2021 WEDNESDAY	SAN FRANCISCO ES	9:00 AM
	SAN FRANCISCO NHS	10:00 AM
	COGON ES	1:30 PM
	COGON NHS	2:30 PM
MARCH 25, 2021 THURSDAY	KIBONBON ES	8:30 AM
	SINALOC ES	10:00 AM
	SINALOC NHS	11:00 AM
	PEDRO SA BACULIO ES	1:30 PM
	ULALIMAN ES	2:30 PM
	HIMAYA ES /NHS	3:30 PM
MARCH 26, 2021 FRIDAY	EL SALVADOR CHS	1:30 PM
	EL SALVADOR CCS	2:30 PM

**Note: Due to limited time allocated per school please fill up the two (2) forms downloaded on OK sa Deped Advocates and print it, for further discussion and evaluation.**



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**Consolidation Form**

Department of Education  
**Region X – Northern Mindanao**

**CHECKLIST TO ASSESS THE READINESS FOR SAFE RETURN TO SCHOOL**

Division of \_\_\_\_\_  Elementary  Secondary  
 1<sup>st</sup> quarter  2<sup>nd</sup> quarter  3<sup>rd</sup> quarter  4<sup>th</sup> quarter

CORE Questions		Number of schools	
	'Stay home, when not feeling well' policy in place?	Yes	No
1	Is strict 'stay home when not feeling well' policy in place?		
2	Is protocol on self-check-up for all prior to entering the school premises in place?		
3	Does the school have temperature scanner (or thermogun) to check all school entrants?		
4	Does the school have an establish linkage with the health sector at community level for updates and contact tracing?		
<b>Protective Equipment</b>		<b>Yes</b>	<b>No</b>
5	Does the school ensure learners have personal hygiene kit (hand sanitizer and face mask)?		
6	Is a strict policy on wearing face mask in place according to Required Health Standards of DepEd?		
<b>Access to Handwashing Facilities</b>		<b>Yes</b>	<b>No</b>
7	Does the school have enough handwashing facilities to enable handwashing for all learners, teachers, and other staff at:		
	a. School entrance (or exit)?		
	b. Toilets?		
	c. School canteen?		
8	Is water for cleaning and regular handwashing available?		
	c. From source on school premises		
	d. With support of parents and community		
9	Is the supply of soap enough to allow each students and staff to wash their hands at least 5 times a day?		
<b>Regular Cleaning / Disinfection and Waste Management</b>		<b>Yes</b>	<b>No</b>
10	Is there enough supply of the following materials to ensure daily cleaning and disinfecting of toilets and frequently touched surfaces in accordance with standards:		
	a. Detergent?		
	b. Bleach (sodium hypochlorite)?		
	c. Sponges?		
	d. Toilet brush?		
	e. Dipper and Bucket (for flushing)		
	f. Gloves and face mask (for cleaners)?		
11	Does the school have a management system in place using checklist for cleaning and disinfection?		
	a. Frequently touched surface (e.g., door handles, railing, etc.)		
	b. Classrooms and offices		
	c. Toilets		

12	Does the school have enough manpower to ensure daily cleaning and disinfecting of toilets and high touch surface are done according to standards?		
13	Are waste bins with covers available in classrooms, toilets, and playground?		
14	Is waste management system in place to ensure trash bins are emptied on a daily basis?		
<b>Maintaining Physical Distancing</b>		<b>Yes</b>	<b>No</b>
15	Do the handwashing facilities allow children to maintain physical distancing?		
16	Are classroom desks arranged at least 1 meter apart or in accordance with government recommendations?		
17	Are one-way route systems established through the presence of markers, signages or arrows?		
<b>Access to IEC materials</b>		<b>Yes</b>	<b>No</b>
18	Have students, teachers and staff received an orientation on COVID-19 infection disease transmission and the ways of prevention?		
19	Are IEC materials (i.e., posters, brochures, nudges) available at visible locations:		
	a. Proper Handwashing?		
	b. Sneezing / Coughing or Respiratory etiquette?		
	c. Maintaining physical distancing?		
	d. Proper wearing of face mask?		
<b>Other measures</b>		<b>Yes</b>	<b>No</b>
20	Does the school ensure that the following communal space are properly ventilated:		
	a. Classrooms?		
	b. Toilets?		
	c. School canteen?		
21	Does the school set-up foot baths with disinfectants at entrance of schools?		
22	Does the school have a monitoring team or focal person to ensure that the protocols are regularly followed?		

Submitted by:

Printed name and signature: \_\_\_\_\_

Position: \_\_\_\_\_

Department of Education  
REGION X – NORTHERN MINDANAO  
**WASH IN SCHOOL (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.

**A. SCHOOL PROFILE**

Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of School: \_\_\_\_\_ School ID Number: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_

Complete School Address: \_\_\_\_\_

Name of School Head: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Total Enrolment:

	Male	Female	Total
Shift 1			
Shift 2			
Shift 3			

**B. WATER ACCESS**

- Does the school provide safe drinking water?  
 All the time  
 Yes, but supply is not regular  
 No drinking water in school
- Is the drinking water provided by the school for free?  Yes  No
- What mechanisms 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 container 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 \_\_\_\_\_
- In the previous week, how often is water for daily handwashing, bathing 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 on certain hours.  
 Available daily for 24 hours.

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

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

DEPARTMENT OF EDUCATION  
WASH IN SCHOOL MONITORING FORM

**C. SANITATION**

7. How many toilet seats are available for children / students in the school?

Do not include toilet seat for teachers.

	Male	Female	Shared/Communal	Total
Functional				
Not functional				

8. Are toilets secure, private and have door with lock?  Yes  No

Do toilets have lighting?  Yes  No

Do toilets have 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 washing facility inside the toilets? \_\_\_\_\_

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

12. Are there toilet/s designated for person with limited mobility?  Yes  No

(These toilets must have ramp, railing and adequate space for wheelchair)

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 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 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 tanks/s?  All  Some  None
23. Does the school have a functional drainage from the kitchen and waste 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 the stagnant water?
- |  |  |
|--|--|
| <input type="checkbox"/> Pumping out of water      | <input type="checkbox"/> Soak pit  |
| <input type="checkbox"/> Filling of stagnant water | <input type="checkbox"/> Treatment of stagnant water to prevent breeding of mosquitoes |
26. Does the school have canteen?  Yes  No
27. Does the school canteen have sanitary permit?  Yes  No

DEPARTMENT OF EDUCATION  
WASH IN SCHOOL MONITORING FORM

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

31. How many times in a week is 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
  - Students assist teachers in supervising handwashing activities
  - Students are 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 with soap available in the following areas?
- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> Classrooms                                       | <input type="checkbox"/> Toilets | <input type="checkbox"/> Canteen/Eating Areas |
| <input type="checkbox"/> Play areas                                       | <input type="checkbox"/> Clinics | <input type="checkbox"/> Laboratories         |
| <input type="checkbox"/> Agricultural areas (eg. Gulayan, livestock area) |                                  |   |
37. Do children perform individual handwashing the following times?
- Before meals
  - After using the toilet
  - After cleaning activities
  - After playing in the playground



- After handling soil and animals
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?  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 WinS Supplies? Please check all that apply.

	School MOOE	Private donations	PTA	LGU Funds	Children bring their own
Soap					
Toothbrush					
Toothpaste					
Cleaning materials/supplies for toilets					
Repair and maintenance					

DEPARTMENT OF EDUCATION  
WASH IN SCHOOL MONITORING FORM

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 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/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?  Yes  No

**F. HEALTH EDUCATION**

50. Which areas in the school have IEC materials for WinS?

	Hygiene	Menstrual Health	Sanitation	Food safety
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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

**Checked & Evaluated by:**

Printed Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

**Certified True & Correct by:**

Printed Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Head / Supervisor

Position: \_\_\_\_\_