



Republic of the Philippines
Department of Education
Central Visayas, Region VII
Province of Bohol
DIVISION OF CITY SCHOOLS
Tagbilaran City




January 3, 2019

DIVISION MEMORANDUM
No. 003 S. 2019

IMPLEMENTING GUIDELINES TO DEPED ORDER NO. 10, S. 2016
(Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program)

To : Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education issued DepEd Memorandum 194 s., 2018 dated December 21, 2018 entitled, "Implementing Guidelines to DepEd Order No., s. 2016" (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program).
2. The WinS Policy directs the Central Office through the Bureau of Learner Support Services School Health Division to establish the system to recognize outstanding program implementers and managers.
3. For information and guidance, please read enclosure.
4. Immediate dissemination of this Memorandum is desired.


MARCELO K. PALISPIS, Ed. D.
OIC, Schools Division Superintendent





Republic of the Philippines
Department of Education

21 DEC 2018

DepEd MEMORANDUM
No. **194** s. 2018

IMPLEMENTING GUIDELINES TO DEPED ORDER NO. 10, S. 2016
(Policy and Guidelines for Comprehensive Water, Sanitation
and Hygiene in Schools Program)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order No. 10, s. 2016 entitled **Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program** to promote correct hygiene and sanitation practices and clean environment in and around schools to keep learners safe and healthy. Towards achieving learning and health outcomes and improving school attendance of students/learners, the WinS Policy mandates basic requirements and standards on school-based water, sanitation, hygiene, health education and deworming that all elementary and secondary schools must meet.
2. Further, Section IV-B of the WinS Policy directs the Central Office (CO), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), to **establish the system to recognize outstanding program implementers and managers**. The regional offices (ROs) and schools division offices (SDOs) are expected to manage and implement, such system alongside the performance of their responsibility of quality assurance, monitoring, and technical assistance.
3. The DepEd-led National WASH in Schools Technical Working Group designed a package of mechanisms for programming, monitoring progress, ensuring quality, and recognizing exemplary performance on Wash in schools to facilitate the WinS policy implementation. These mechanisms are integrated through the application of the global concept of Three Star Approach (TSA) indicators provided in Enclosure No. 1. The mechanisms contained in the TSA are designed to help:
 - a. schools implement the WinS Program;
 - b. SDOs to do WinS Program Management, Monitoring, and Technical Assistance to Schools; and
 - c. regional offices to quality assure and reward performances.
4. The concerned offices and units at the CO, ROs, SDOs, and all public schools are tasked to ensure the use of the WinS mechanisms, per their mandated roles and responsibilities indicated in the WinS Policy. Hence, orientations on the use of the mechanisms and tools will be conducted at all levels and to all elementary and secondary schools.

5. The expected output of the WinS orientation of schools is the baseline results of schools for School Year 2017–2018. This should be used as basis for planning and programming investments, technical assistance, and monitoring, to recognize improvements, which are part of the institutional processes at the central, regional, and schools division levels.

6. On a regular basis, all schools division superintendents are directed to ensure that all schools update their WinS status by uploading their school information **annually, within the month of November**. The supervisors and/or school health personnel assigned to monitor the school on a regular basis should affix their signature on the School WinS Monitoring Form provided in the enclosure prior to encoding in the online system. The SDOs shall submit the validated WinS report by the end of January of the following year.

7. The following documents are enclosed for reference and guidance:

- a. Enclosure No. 1 - WASH in Schools (WinS) 3-Star Indicators,
- b. Enclosure No. 2 - Guide to DepEd's Three Star Approach (TSA) for Schools,
- c. Enclosure No. 3a - DepEd's WASH in Schools Monitoring Form,
- d. Enclosure No. 3b - WASH in Schools (WinS) Monitoring System (download from <http://deped-wins.sysdb.site>),
- e. Enclosure No. 4 - WASH in Schools Monitoring System: User's Manual for Schools,
- f. Enclosure No. 5 - Criteria for Recognizing Schools Division Offices (SDOs) in Managing the WinS,
- g. Enclosure No. 6 - Recognition for SDOs: DepEd's TSA for WinS Program Management,
- h. Enclosure No. 7 - WinS Form for WinS Program Management (SDO level), and
- i. Enclosure No. 8 - WASH in Schools Monitoring System: User's Manual for Schools.

8. The results of WinS can be incorporated in the Annual Improvement Plan (AIP) and the Annual Procurement Program (APP) of the schools, as well as in the School Improvement Plan (SIP) adjustment. Results should also be utilized in the *Brigada Eskwela* Program in May of every year. Schedule of recognition and or awarding of schools would be the discretion of the regional offices when it is suitably fit.

9. For further inquiries and clarifications, contact the **Bureau of Learner Support Services-School Health Division**, 3rd Floor, Mabini Building, Department of Education (DepED) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 632-9935.

10. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

DepEd Order: (No. 10, s. 2016)

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

HEALTH EDUCATION
LEARNERS
PROGRAMS
RULES AND REGULATIONS
SCHOOLS

MCR/SMMA - DO-Implementing Guidelines to DO 10, s. 2016
0831/October 23, 2018/11-12/13-18/12-15

DEPARTMENT OF EDUCATION

WASH in SCHOOLS 3-STAR INDICATORS

Based on DepEd Order No. 10, s. 2016 – Policy and Guidelines for the comprehensive Water, Sanitation and Hygiene on Schools (WINS) Program

SUMMARY OF INDICATORS:

| <u>ELEMENTS OF WASH IN SCHOOL (WINS)</u> | <u>INDICATORS</u> | <u>ELEMENTS OF WASH IN SCHOOL (WINS)</u> | <u>INDICATORS</u> |
|---|---|---|---|
| WATER | <ol style="list-style-type: none"> 1. Safe Drinking Water 2. Water Testing 3. Water for Cleaning | HYGIENE | <ol style="list-style-type: none"> 1. Group Handwashing Activity 2. Available Soap 3. Group Handwashing Facility 4. Individual Handwashing Facility 5. Individual Handwashing Practice 6. Group Toothbrushing Activity 7. Available Toothbrush & Toothpaste 8. WinS in SIP/AIP 9. Funding of Supplies 10. Sanitary Pads 11. Disposal of Sanitary Pads 12. IEC Materials for MHM 13. Rest Space for MHM |
| SANITATION | <ol style="list-style-type: none"> 1. Gender Segregated Toilet Ratio 2. Security of Toilets 3. Wash Facility for Toilets 4. Wash Facility for MHM 5. Safety of Detached Toilets 6. Toilets for Disabled 7. Daily Cleaning of Toilets 8. Funding for Repairs 9. No Burning of Waste 10. Segregated Trash Bins 11. Waste Segregation 12. Garbage Collection 13. Septic Tank 14. Drainage 15. System for Flood 16. Food Handlers | DEWORMING | <ol style="list-style-type: none"> 1. Semi-annual Deworming 2. Pupils Dewormed |
| | | HEALTH EDUCATION | <ol style="list-style-type: none"> 1. IEC Materials 2. Organized Teams 3. INSET 4. Learning Materials 5. Advocacy for Parents 6. Extra-Curricular Activities |

INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|--------|--------|--------|
|--------|--------|--------|

AREA: WATER

| | | |
|---|---|---|
| <p>W.S1-1. Safe drinking water is not provided by the school. <u>Children are required to bring their own</u> drinking water</p> | <p>W.S2-1. Safe drinking water is provided by the school <u>but supply is not regular.</u></p> | <p>W.S3-1. Safe drinking water is provided <u>for free for all children</u> in the school <u>at all times</u></p> |
| <p>W.S1-2. The school <u>coordinates</u> with the relevant agency/office to test the quality of water.</p> | <p>W.S2-2. The quality of water is tested <u>once every calendar year</u> in coordination with the relevant agency/office.</p> | <p>W.S3-2. The quality of water is tested <u>more than once every calendar year</u> in coordination with the relevant agency/office.</p> |
| <p>W.S1-3. Regardless of source, water for cleaning is available <u>only for certain</u> days of the week</p> | <p>W.S2-3. Regardless of source, water for cleaning is available on a <u>daily basis but only on certain hours of the day.</u></p> | <p>W.S3-3. Regardless of source, water for cleaning is available on a <u>daily basis in all school hours</u></p> |

INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|--|---|--|
| AREA: SANITATION | | |
| <p>S.S1-1. The overall pupil to toilet seat ratio is <u>101 or higher</u> and there are <u>at least two</u> functional and clean toilets that are gender segregated</p> <p>S.S1-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads</p> | <p>S.S2-1. The overall pupil to toilet seat ratio is <u>51-100</u> students and there are <u>more than two</u> functional and clean toilets that are gender segregated as needed based on enrolment</p> <p>S.S2-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads</p> <p>S.S2-3. There is a <u>handwashing facility with soap within or near the toilets</u></p> <p>S.S2-4. There is a facility for washing <u>IN at least one</u> female toilet for MHM</p> <p>S.S2-5. Detached Toilets are located <u>within view</u> of school building and people</p> | <p>S.S3-1. The functional pupil to toilet seat ratio (<u>by gender</u>) is <u>50 or less</u></p> <p>S.S3-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads</p> <p>S.S3-3. There is a <u>handwashing facility with soap within or near the toilets</u></p> <p>S.S3-4. There is a facility for washing <u>IN female toilets</u> for MHM</p> <p>S.S3-5. Detached Toilets are located <u>within view</u> of school building and people</p> <p>S.S3-6. There is a <u>toilet accessible to persons with limited mobility</u></p> |
| <p>S.S1-7. Daily cleaning of toilets, and handwashing and other water facilities</p> <p>S.S1-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u></p> | <p>S.S2-7. Daily cleaning of toilets, and handwashing and other water facilities</p> <p>S.S2-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u></p> | <p>S.S3-7. Daily cleaning of toilets, and handwashing and other water facilities</p> <p>S.S3-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u></p> |

| 1-STAR | 2-STAR | 3-STAR |
|--|---|--|
| AREA: SANITATION(continued) | | |
| <p>S.S1-9. No burning of waste</p> <p>S.S1-10. Segregated trash bins with cover are <u>available in all classrooms</u></p> <p>S.S1-11. Waste segregation is practiced</p> <p>S.S1-12. No garbage collection services BUT school has compost facility for biodegradable waste and safe disposal of non-biodegradable waste such as properly fenced refuse pits (burying).</p> | <p>S.S2-9. No burning of waste</p> <p>S.S2-10. Segregated trash bins with cover are <u>available in all classrooms and toilets</u></p> <p>S.S2-11. Waste segregation is practiced</p> <p>S.S2-12. Garbage is collected at least once a week OR school has compost facility for biodegradable waste and safe disposal of non-biodegradable waste such as properly fenced refuse pits (burying).</p> | <p>S.S3-9. No burning of waste</p> <p>S.S3-10. Segregated trash bins with cover are <u>available in all classrooms, toilets, canteens, offices, clinics, play areas, gardens, hallways, and gyms</u></p> <p>S.S3-11. Comprehensive waste segregation system is in place, such as policy, facility and practice, and sanctions for non-compliance</p> <p>S.S3-12. Garbage is collected at least twice a week OR a school has compost facility for biodegradable waste and materials recovery facility (MRF) for recyclable waste.</p> |
| <p>S.S1-13. Functional Septic tank is available for all toilets</p> <p>S.S1-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school</p> | <p>S.S2-13. Functional Septic tank is available for all toilets</p> <p>S.S2-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school</p> | <p>S.S3-13. Functional Septic tank is available for all toilets</p> <p>S.S3-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school</p> <p>S.S3-15. In case the school is in a flood prone area, a <u>system</u> (policy, practices, people, process, &structure) is in place to ensure that there is no stagnant water in the school.</p> |
| <p>S.S1-16. All food handlers are <u>oriented and practice food safety measures</u></p> | <p>S.S2-16. All food handlers should have a <u>health certificate</u></p> | <p>S.S3-16. All food handlers should have a <u>health certificate</u> and for schools with <u>canteen, an updated sanitary permit</u></p> |

INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|---|--|--|
| AREA: HYGIENE | | |
| <p>H.S1-1. Daily SUPERVISED group handwashing with soap for all children is led by <u>teacher/s</u></p> <p>H.S1-2. Regular supply of soap for handwashing</p> <p>H.S1-3. At least <u>one</u> functional group handwashing facility with soap</p> | <p>H.S2-1. Daily SUPERVISED group handwashing with soap for all children is led by <u>a mix of teachers and students</u></p> <p>H.S2-2. Regular supply of soap for handwashing</p> <p>H.S2-3. Pupil to group handwashing facility with soap ratio of <u>1:200 for one shift</u></p> | <p>H.S3-1. Daily SUPERVISED group handwashing with soap for all children is led by <u>student leaders</u></p> <p>H.S3-2. Regular supply of soap for handwashing</p> <p>H.S3-3. Pupil to group facility with soap ratio of <u>1:100 for one shift</u></p> <p>H.S3-4. There are <u>individual handwashing facilities with soap in strategic areas</u> in the school (e.g. near canteen/eating areas, play areas and toilets)</p> <p>H.S3-5. <u>The practice of individual handwashing with soap is done during critical times</u></p> |
| <p>H.S1-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>teacher/s</u></p> <p>H.S1-7. Regular supply of fluoride toothpaste for the tooth brushing activity</p> | <p>H.S2-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>a mix of teachers and students</u></p> <p>H.S2-7. Regular supply of fluoride toothpaste for the tooth brushing activity</p> | <p>H.S3-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>student leaders</u></p> <p>H.S3-7. Regular supply of fluoride toothpaste for the tooth brushing activity</p> |
| <p>H.S1-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)</p> <p>H.S1-9. Soap, toothbrush and toothpaste are provided by the school through DepEd funds only (ie. MOOE)</p> | <p>H.S2-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)</p> <p>H.S2-9. Soap, toothbrush and toothpaste are provided by the school through <u>DepEd funds</u> complemented by <u>external partners</u></p> | <p>H.S3-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)</p> <p>H.S3-9. Soap, toothbrush and toothpaste are provided by the school through <u>DepEd funds</u> complemented by <u>external partners</u></p> |

INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|--------|--------|--------|
|--------|--------|--------|

AREA: HYGIENE(continued)

| | | |
|---|--|--|
| <p>H.S1-10. Sanitary pads are accessible in the school</p> | <p>H.S2-10. Sanitary pads are accessible in the school</p> <p>H.S2-11. There is information on proper disposal of sanitary pads in the girls toilet</p> <p>H.S2-12. DepEd approved IEC materials on menstrual hygiene management for teachers are available</p> | <p>H.S3-10. Sanitary pads are accessible in the school</p> <p>H.S3-11. There is information on proper disposal of sanitary pads in the girls toilet</p> <p>H.S3-12. DepEd approved IEC materials on menstrual hygiene management for teachers and students are available</p> <p>H.S3-13. There is a rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR)</p> |
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INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|--------|--------|--------|
|--------|--------|--------|

AREA: DEWORMING

| | | |
|--|--|--|
| <p>D.S1-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent</p> <p>D.S1-2. 50-74 %of school students were dewormed</p> | <p>D.S2-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent</p> <p>D.S2-2. 75-84% of school students were dewormed</p> | <p>D.S3-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent</p> <p>D.S3-2. At least 85% of school students were dewormed</p> |
|--|--|--|

INDICATORS FOR EACH STEP

| 1-STAR | 2-STAR | 3-STAR |
|--------|--------|--------|
|--------|--------|--------|

AREA: HEALTH EDUCATION

| | | |
|--|--|--|
| <p>HE.S1-1. IEC materials are present <u>only</u> in the <u>schoolboard or wall</u></p> <p>HE.S1-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)</p> | <p>HE.S2-1. IEC materials are present <u>in classrooms and strategic places</u> (eg. canteen, play areas, toilets, handwashing facilities, etc.)</p> <p>HE.S2-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)</p> <p>HE.S2-3. WinS is <u>part of</u> INSET</p> <p>HE.S2-5. <u>Advocacy is done during GPTA assembly</u></p> <p>HE.S2-6. <u>WinS is part of the extra-curricular program of students</u></p> | <p>HE.S3-1. IEC materials are present <u>in classrooms and strategic places</u> (eg. canteen, play areas, toilets, handwashing facilities, etc.)</p> <p>HE.S3-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)</p> <p>HE.S3-3. WinS is <u>part of INSET</u></p> <p>HE.S3-4. Available WinS learning / instructional materials in support of teaching WinS in the K to 12 curriculum</p> <p>HE.S3-5. There are <u>planned and organized activities</u> for parents/stakeholders for learning and advocating WinS</p> <p>HE.S3-6. <u>WinS is part of the extra-curricular program of students</u></p> |
|--|--|--|

WINS PROGRAM IMPLEMENTATION
DEPED'S THREE STAR APPROACH (TSA) FOR SCHOOLS

1.0. INTRODUCTION:

DepED Order No. 10, s. 2016 – Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program stipulated that the Central Office, through the School Health Division of the Bureau of Learner Support Services (BLSS), shall take the necessary strategies and actions for the overall execution of the WinS program. Alongside this responsibility is establishing a set of standards for incentives and awards to recognize outstanding program implementers.

It is in this context that the following procedures, indicators, and mechanisms are provided to schools as guide for quality implementation of the WinS Policy (DepED Order No. 10, s. 2016) and ensure the attainment of the WinS national standards.

Specifically, the WinS Policy¹ enjoins all **school management to perform the following responsibilities:**

1. Ensure effective implementation of the WinS policy and its program activities in the school setting;
2. Secure the support and participation of the community, including the PTAs and other stakeholders, for the program;
3. Collaborate with key partners for the following:
 - a. put in place systems and mechanisms that will allow all stakeholders to take part in the implementation of this policy
 - b. craft specific roles and responsibilities of each member of school personnel in making sure that all requirements and standards are met
 - c. ensure the inclusion of the WinS Program in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP)
4. Gather information necessary for effective monitoring and evaluation of the Program;
5. Conduct an annual Performance Implementation Review of the WinS Program; and
6. Submit an annual report no later than the first week of December each year to the Schools Division Office

2.0. ESTABLISHING THE SCHOOL STEERING STRUCTURE FOR WINS IMPLEMENTATION

As expressed in the WinS Policy, DepED management recognizes the invaluable support of stakeholders in achieving the objectives of learning and health outcomes via a comprehensive school-based implementation of WinS Program. This assumption is part of the learnings from the experiences of EHCP implementation, and in some regions, the WinS Program itself. As such, the WinS Policy **strongly encourages** the various levels of DepEd management to engage its partners and key stakeholders to strategically participate in program management and implementation.

For school level, the participation of the school partners and stakeholders can be organized through the stewardship of a **School WinS Technical Working Group (TWG)** which shall be established through the leadership of the School head. **The School WinS TWG is expected to ensure the effective implementation of WinS at the school level, including advocating for community**

¹ Section IV- B of the Enclosure to DepEd Order No. 10, s. 2016

participation and support. In case the school has an existing group which has similar objective and composition, the school may elect to utilize the said group for the WinS agenda and purposes.

The composition of the School WinS TWG shall be as follows:

Chairperson: School Head

School WinS TWG Members:

- Members of the school governing council or a similar group in case the school does not have a governing council
- Student representative
- School Education Facilities Coordinator
- Clinic-in-charge (possibly a teacher or nurse)
- Canteen manager (only if applicable)
- Feeding Coordinator
- Partners such as: Representatives of Child Protection Committee; WASH partners; LGU (e.g. Barangay – committee on health and education)

3.0. SUPPORT SYSTEM FOR IMPLEMENTATION: THREE STAR APPROACH – AN INTEGRATED SYSTEM FOR QUALITY ASSURANCE (QS); MONITORING AND EVALUATION (M&E); AND RECOGNITION

3.1. NATURE AND PURPOSE OF THE THREE STAR MECHANISM

The *WinS Three-Star Approach is designed as an integrated system* to ensure the quality of WASH practices in Schools, thereby contributing to achieving sustainable improvements towards “healthy schools” that support all children in their development.

It is considered a single approach to ensure: (a) quality of WinS implementation; (b) the diligence of monitoring for developmental reasons; and (c) performance is recognized to further motivate continuous improvement.

- ❖ As a **QUALITY ASSURANCE (QA) MECHANISM** of a regular school program, all schools shall monitor their WinS implementation to ensure that the enablers for learning are in place and functional.
- ❖ As a **MONITORING SCHEME**, it shall support the gathering of information and evidence for other relevant management systems such as: planning and budgeting, programming for continuous improvement, compliance reporting to quality standards, and performance management.
As a monitoring scheme, **data integrity** shall be given premium. Thus, the **validation of information is a pre-requisite for awarding** performance.
The Monitoring reports of schools **shall serve as basis for technical assistance of the Schools Division Office.**
- ❖ As a **RECOGNITION SYSTEM**, the Department shall give premium to both: (a) the effort of the school community to improve and (b) the results of the efforts themselves.

It should be noted that the **DepEd’s WinS Three-Star Approach** is inspired by the “Three Star Approach for WASH in Schools” which is advocated globally as a mechanism to improve the effectiveness of hygiene behavior change programs. The approach is meant to help schools

meet the essential criteria for a safe, healthy and protective learning environment for children.²

4.0. PROCESS: THREE STAR APPROACH (TSA)

This section provides simple steps for schools to follow in implementing the School Level Three Star Approach.

It should be noted that at the Schools Division level, the office accountable for the Three Star Approach is the **School Governance and Operations Division (SGOD)**. The mechanism is their accountability given their mandate of monitoring the schools regarding the learning environment that facilitates curriculum implementation. However, while the SGOD serves as the “process-owner”, the other offices, especially the **Curriculum Implementation Division (CID)** are key players in monitoring implementation and providing schools with technical assistance based on the results of monitoring.

The process for determining the WinS implementation level of the schools involves five (5) simple steps: Preparation; Self-assessment; Validation; Recognition; and Translating Results into Actions. The following section describes the processes per step and Figure 1 offers a diagram of the TSA Procedure.

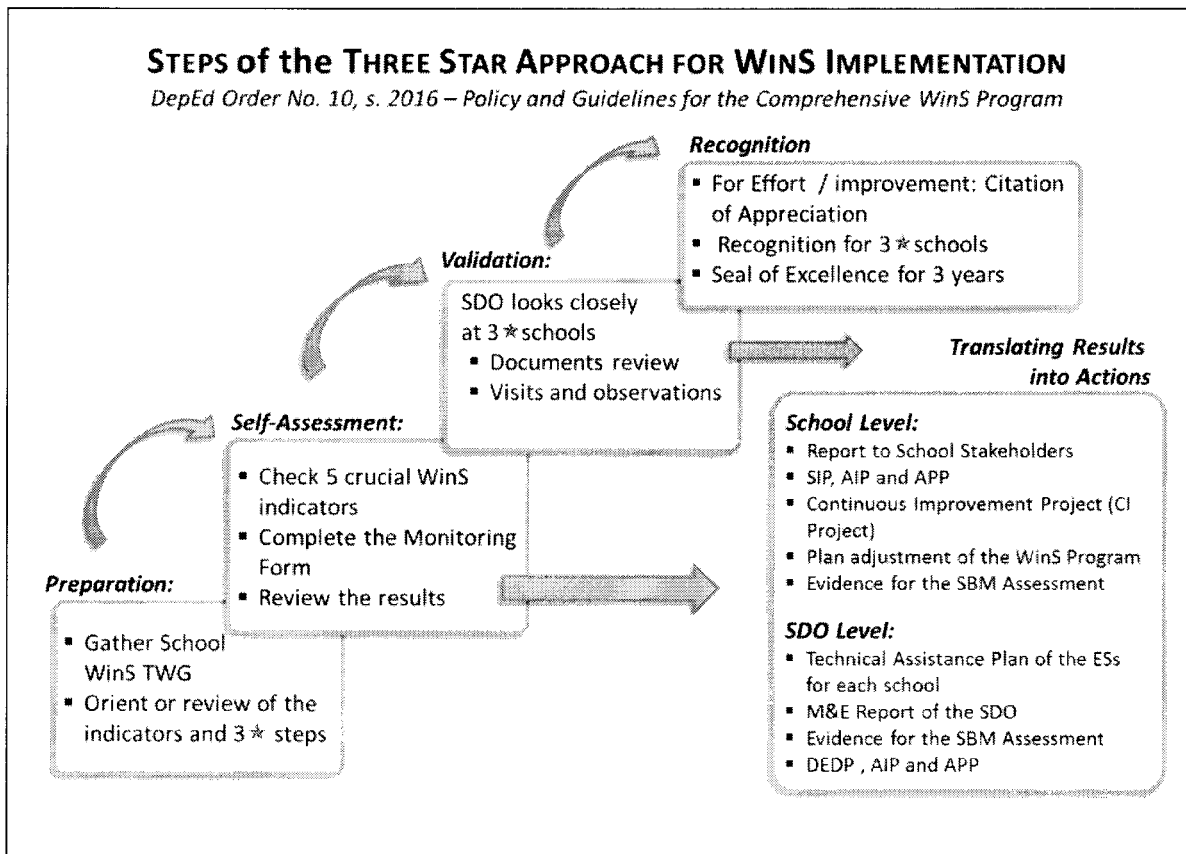


Figure 1: Steps of the Three Star Approach for WinS Implementation

² From the “Field Guide: Three Star Approach for WASH in Schools” by UNICEF and GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Step 1. PREPARATION:

Gather the School WinS TWG and orient/review the team on the: (a) WinS quality indicators; and (b) steps in accomplishing the School WinS Monitoring Form. The rubrics containing the quality indicators is given as **Attachment 01**.

Step 2. SELF-ASSESSMENT:

- a. The School WinS TWG shall print and accomplish the WinS Monitoring Form.

The team may inspect the premises, review documents, interview selected personnel/students, or observe WinS related activities in the school to ensure that responses on the WinS Monitoring Form truly reflect the situation of the school.

When accomplishing the monitoring form, give special attention to five (5) indicators that are considered crucial in the implementation and practice of WinS. The school has to **fulfill ALL these 5 indicators** as base requirements before the ratings of the other indicators are computed by the system.

Five (5) Crucial WinS Indicators:

- Safe drinking water
- Gender-segregated toilets
- Group handwashing facility with soap
- Group handwashing activities
- Access to sanitary pads

Hence, if the school failed to meet any of the five crucial indicators, the school's Over-all Rating will automatically register as "Zero (0)" Star in its WinS implementation and practice" regardless of the ratings in the other indicators.

- b. After accomplishing the School WinS Monitoring form, the School will have to submit the responses by any of the following methods:

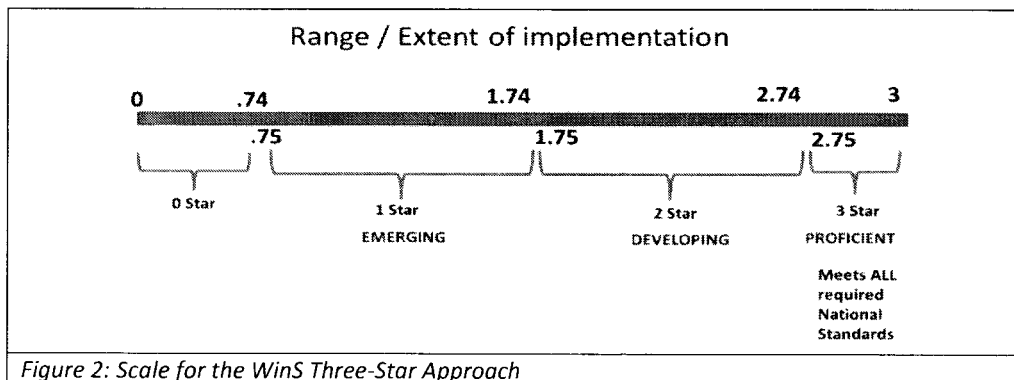
- b.1. Direct encoding of responses to the **ONLINE** WinS Monitoring System (<http://deped-wins.sysdb.site>).
- b.2. Encoding of responses **OFFLINE** in the WinS Monitoring System **and UPLOAD at a later time** to the Online WinS Monitoring System.

A "User's Manual for the WinS Monitoring System"

- is provided for detailed instructions on:
- encoding the school status per WinS indicator, and
 - generating the **WinS 3-Star Report for the School**

For purpose of official filing of documents, the school keeps the duly accomplished and signed WinS Monitoring Form.

- c. **Review of Results.** The School WinS Monitoring System shall automatically calculate the WinS implementation status using the scale shown as Figure 2.



The School WinS TWG shall print the results of the school's WinS 3-Star Report and review the results in terms of the following:

- Areas of strengths and weaknesses,
- Factors that facilitated and hindered compliance to quality standards;
- Lessons learned from implementing the WinS Program.

Special Note:

DepEd acknowledges that there will be situations where the **school's effort** to improve on their WinS implementation and practices **are disrupted by calamities or disasters**. Hence, in case of force majeure, the school **will not revert back to Zero Star** implementation level and will be given **one year moratorium to improve on their WinS implementation and compliance to standards**.

Step 3. VALIDATION BY THE SDO

Following the generation of the WinS 3-Star Report, the school may alert the Schools Division Office (SDO) about the accomplished self-assessment report. The SDO will then validate the WinS report of schools, specially those that registered a 3-Star rating and those who sustained a 3-Star Level over 3 years.

At the minimum, the **validation process should be aligned and integrated to the usual school monitoring and technical assistance activities/cycle of the SDO.**

Step 4. RECOGNITION

After the validation of the school results, the schools are awarded the appropriate citation or recognition which is based on the final 3-Star rating they received. The Schools Division Offices shall ensure endorsement and communication of the validated list of schools to be given Seal of Excellence by the BLSS of the Central Office, and Recognition Award by the Region.

Further, the SDO shall issue the Citation of Appreciation as recognition of improvement in WinS implementation. Section 5 of this document discusses the different types of recognition that can be awarded to Schools.

Step 5. Translating Results into Actions

The full value of Monitoring is achieved when developmental actions are taken based on generated information. Thus, to strengthen the synergy of monitoring and continuous improvement, the school's WinS implementation rating and the suggestions for improvement generated by the School WinS Monitoring System has to be acted upon by the school community as a whole. The following are suggested strategies and action to fully benefit from the Three Star Approach and consequently, achieve the objectives of the WinS Policy:

- Communicate the School's WinS Report to the school stakeholders as part of the regular school report
- Use the School's WinS Report as input to the following:
 - Annual Improvement Planning, specially when programming school activities and budget

- Development of the School Improvement Plan (SIP) and the Continuous Improvement Project (CI Project)
- Plan adjustment of the school's annual WinS Program

5.0. TYPES OF RECOGNITION

Recognition of the school's WinS Implementation shall be categorized as follows:

1. **Citation of Appreciation** is given to a school for improving in the level of WinS Implementation. This means movement to a higher level of implementation from the previous rating year. The Citation of Appreciation shall be **signed by the Schools Division Superintendent**.
2. **Recognition Award** is given to a school for reaching the national standards. This translates to reaching a **3 – Star Level of WinS Program Implementation** (achieving between 75 to 100% of WinS indicators) The Recognition Award shall be **signed by the Regional Director**.
3. **Seal of Excellence** is awarded to a school for having successfully maintaining its status as a **3 – Star School** for at least 3 straight years. The Seal of Excellence shall be **issued by the Central Office**.

DEPARTMENT OF EDUCATION
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.

A. SCHOOL PROFILE

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 | | | |

B. WATER ACCESS

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 in all school hours
 Available daily but only in certain hours

C. SANITATION

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

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
 - 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

E. DEWORMING

48. Is deworming done semi-annually? Yes No
49. What is the total number of students dewormed? _____

F. HEALTH EDUCATION

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:* _____

WASH IN SCHOOLS MONITORING SYSTEM USER'S MANUAL FOR SCHOOLS

1. INTRODUCTION

This manual is intended for the person in charge of maintaining the WinS Monitoring System in the School. It contains instructions on how to input data, generate the reports, and upload the data into the online system.

The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS Monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels.

The latest versions of the Monitoring Form, Excel-Based System and Online Monitoring System can be accessed at <http://deped-wins.sysdb.site>.

2. EXCEL-BASED WINS MONITORING SYSTEM

The Excel-Based WinS Monitoring System will be used to encode data from the monitoring form. The system can be opened using Excel 2007 and above. It was designed to function even without internet connection. It was also designed to provide feedback mechanisms that will help the school diagnose the quality of WinS implementation. Each school shall have one file containing data for one school year.

2.1. Entering data in the Excel-Based WinS Monitoring System

The data entry module of the Excel-Based System can be accessed by clicking on the "Entry" worksheet found in the lower left section of the screen. The user can only encode data in cells which are colored white. The user can click the "Tab" or "Enter" keys to move to the next cell in the system.

Department of Education
WASH in Schools Monitoring System
Version: 2016-10-13

A. School Profile

| | | |
|------------------------------|----------------------------------|------------|
| Date of Survey: (yyyy-mm-dd) | 2016-09-13 | * Required |
| School Year | 2016 | * Required |
| School Name | Cansilayan Elementary | * Required |
| School ID | 115837 | * Required |
| Level | Elementary | * Required |
| School District | Buenavista II | |
| Division | Guimaras | |
| School Address | Cansilayan, Buenavista, Guimaras | |
| Name of the School Head | Ruth M. Dela Cueva | |
| Contact Number | 09393257848 | |

| Total Enrolment | Male | Female | Total |
|-----------------|------|--------|-------|
| Shift 1 | 200 | 100 | 300 |
| Shift 2 | | | 0 |
| Shift 3 | 50 | | 50 |

Navigation: Entry | 3Stars | Charts | Matrix

Certain cells in the system have predefined options which the user needs to select. To enter data for these cells, the user has to click on the dropdown arrow which will appear when the cell is activated and select the appropriate value. Entering invalid values will result in a message box warning the user that the data entered is not valid. In order to proceed with encoding the data, press the "Cancel" button and enter the correct data. There are also cells which require numeric values such as enrolment data. These cells will not accept letters or special characters.

The screenshot shows the 'Department of Education WASH in Schools Monitoring System' interface. The version is 2016-10-18. The section is 'B. Water Access'. The form contains several questions with predefined options in dropdown menus. A 'Microsoft Excel' error message box is displayed over the form, stating 'The value you entered is not valid. A user has restricted values that can be entered into this cell.' The error box has 'Retry', 'Cancel', and 'Help' buttons. Two callout boxes with arrows point to the dropdown menu and the error message box.

| B. Water Access | |
|--|--|
| 1. Does the school provide safe drinking water? | Yes, but supply is not regular |
| 2. Is the drinking water provided by the school for free? | Yes |
| 3. What mechanism are used to ensure learners have safe drinking water to school? | <input type="checkbox"/> Teachers ask the learners to bring their own drinking water <input type="checkbox"/> Safe water in refillable containers designated areas within the school <input type="checkbox"/> Water from an accessible water tap <input type="checkbox"/> Water from an accessible water tap <input type="checkbox"/> Others |
| 4. In the previous week, how often handwashing and cleaning of toilet regardless of source? (This includes water delivered to the school or collected from rain) | |
| 5. Does the school coordinate with the LGU or water district to test the quality of drinking water? | Yes |
| 6. How many times was the quality of drinking water tested in | |

2.2. Accessing the Reports in the Excel-Based WinS Monitoring System

The WinS 3-Star Matrix for Schools can be accessed by clicking on the "Matrix" worksheet found in the lower left section of the screen. It provides an overview of how the school is performing in the 40 WinS indicators. The performance is color coded with Red being the lowest at 0 star, followed by Yellow at 1 star, Green at 2 stars and Blue at 3 stars. Ideally a school will target to move the lowest performing indicators to the next level in order to improve the quality of WinS implementation.

Clicking on any of the indicators will bring the user to the WinS 3-Star Report for Schools which shows the detailed milestones that a school needs to achieve in order to reach the national standard at the third star. The results found in this report are based on the information encoded in the data entry module of the system.

Indicators are color coded to indicate Star rating
Blue – 3 Stars
Green – 2 Stars
Yellow – 1 Star
Red – 0 Star

| | | | | |
|------------|--|------------------------------------|--------------------------------------|---|
| Water | Safe Drinking Water ★★ | Water Testing ★ | Water for Cleaning ★ | |
| Sanitation | Segregated Toilets ★★ | Security of Toilets ★★★ | Wash Facility for Toilets ★★ | Wash Facility for MIM ★★★ |
| | Safety of Detached Toilets ★ | Toilets for Disabled ★★★ | Availability of ★★ | Funding for Repairs ★★★ |
| | Securing of Waste ★★★ | Segregated Trash Bins ★★ | Waste Segregation ★★ | Garbage Collection ★★ |
| | Septic Tank ★★★ | Drainage ★★★ | System for Flood ★★★ | Proper Disposal ★★ |
| Hygiene | Group Hand-washing Activity ★ | Available Soap ★★★ | Group Hand-washing Facility ★★★ | Individual Hand-washing Facility ★★★ |
| | Individual Hand-washing Practices ★★★ | Group Tooth-brushing Activity ★ | Available Tooth-brush & paste ★★★ | |
| | WASH SOP/ASP ★★★ | Funding of ★★ | Sanitary Pads ★★ | |

Click to access 3-Star Matrix

Entry Matrix 3Stars Charts

All the reports in the system have been protected from editing. If a user wants to print an edited version, copy the whole worksheet to a different file where you can make the appropriate revisions.

The WinS 3-Star Report for Schools can be access by clicking on the “3Stars” worksheet found in the lower left section of the screen. It provides a detailed view of all the 40 WinS indicators and the milestones that a school needs to achieve in order to reach the national standard. A check in the report would signify the rating for a particular indicator. In the example below, the school has already met the criteria for 2 stars for W.S1-1 which is the indicator for Safe Drinking Water. The system will automatically provide the scores for each of the indicators based on the data encoded in the data entry module and compute the overall rating of the school which, in this case, is one star.

✓ means the 2-star criteria has been met

Overall rating is average score of all indicators

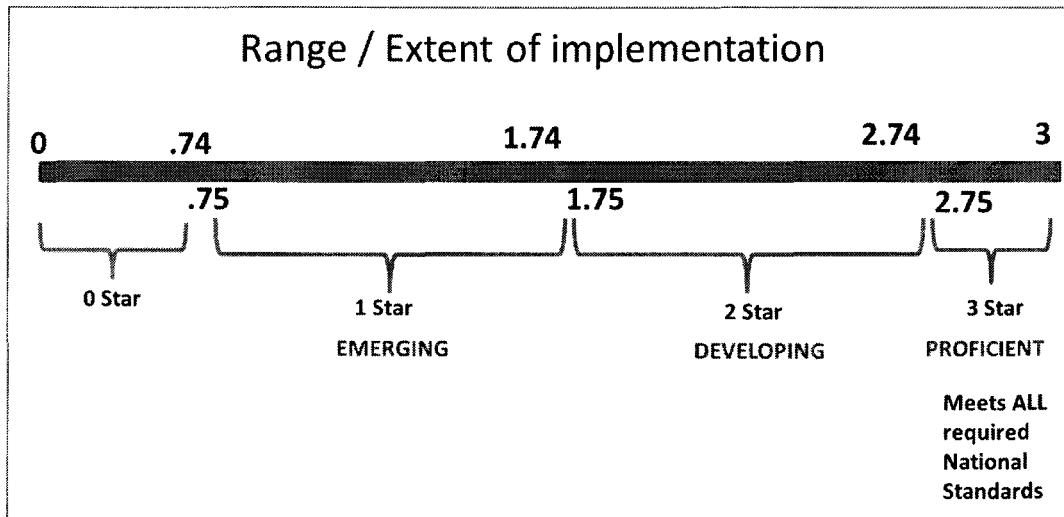
Overall Rating ★

| Category | One Star | Two Stars | Three Stars | Score |
|------------|--|--|--|----------------------------|
| Water | W.S1-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water | ✓ W.S2-1. Safe drinking water is provided by the school but supply is not regular. | W.S3-1. Safe drinking water is provided for free for all children in the school at all times | 2 |
| | ✓ W.S1-2. The school coordinates with the relevant agency/office to test the quality of water. | W.S2-2. The quality of water is tested once every calendar year in coordination with the relevant agency/office. | W.S3-2. The quality of water is tested more than once every calendar year in coordination with the relevant | 1 |
| | ✓ W.S1-3. Regardless of source, water for cleaning is available only for certain days of the week | W.S2-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day. | W.S3-3. Regardless of source, water for cleaning is available on a daily basis in all school hours | 1 |
| Sanitation | S.S1-1. The overall pupil to toilet seat ratio is 101 or higher and there are at least two functional and clean toilets that are gender segregated | ✓ S.S2-1. The overall pupil to toilet seat ratio is 51-100 students and there are more than two functional and clean toilets that are gender segregated as needed based on | S.S3-1. The func ratio (by gender | Score based on star rating |
| | S.S1-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for | S.S2-2. Toilets are secure, private, with door and lock, have lighting, adequate wrapping materials for used | ✓ S.S3-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used | 1 |

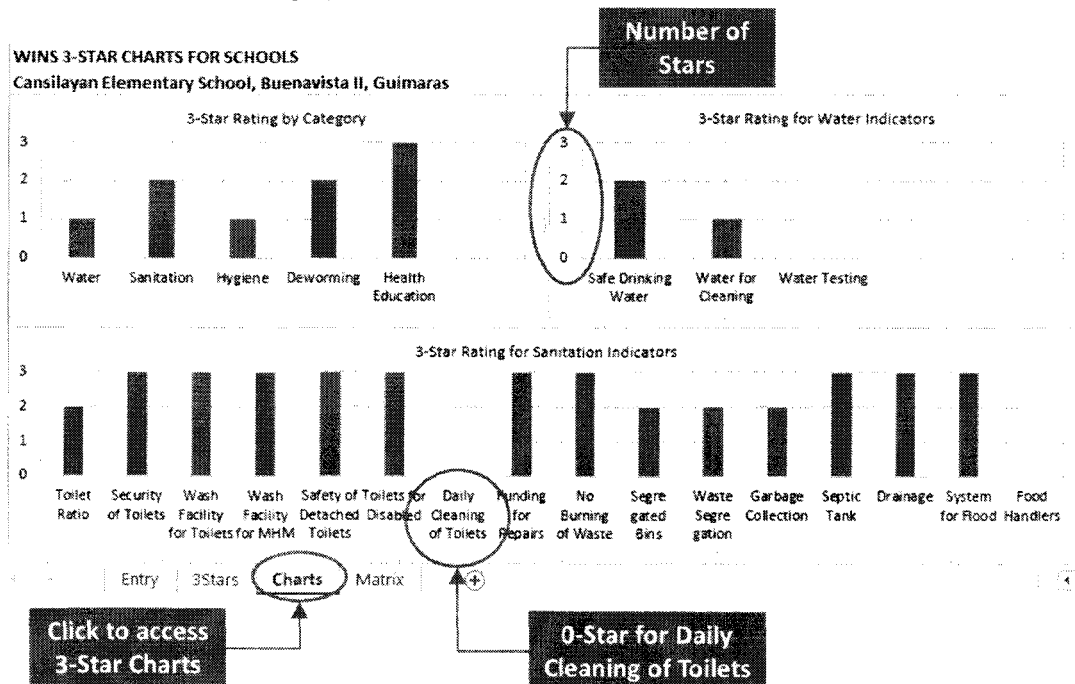
Click to access 3-Star Reports

Entry Matrix 3Stars Charts

The basis for computing the overall rating is the average score of all the indicators matched against the continuum scale below. There are also 5 crucial indicators which are pre-requisites for a school to move beyond 0 star. The 5 crucial indicators are Safe Drinking Water, Gender-Segregated Toilets, Group Handwashing Facility, Group Handwashing Activities, and Access to Sanitary Pads. If a school scores 0 in any of the 5 crucial indicators, it shall automatically be a 0 star school regardless of its overall rating.



The WinS 3-Star Charts for Schools can be accessed by clicking on the "Charts" worksheet found in the lower left section of the screen. It provides the same information as the WinS 3-Star Matrix but in a more graphical view.

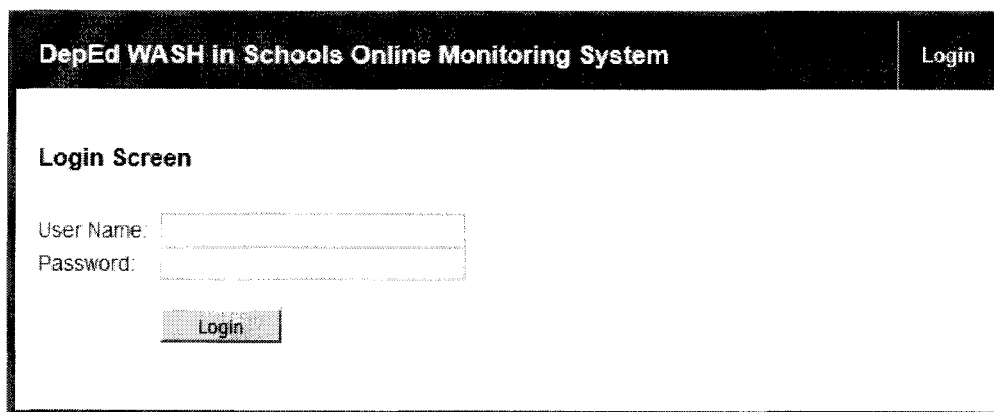


3. Uploading the Excel-based system to the Wins Online monitoring system

The online monitoring system can be accessed at <http://deped-wins.sysdb.site>. It was designed primarily to upload the Excel-Based System that was encoded by the schools and generate aggregated reports that will be useful to the Divisions, Regions and National levels.

3.1. Logging in

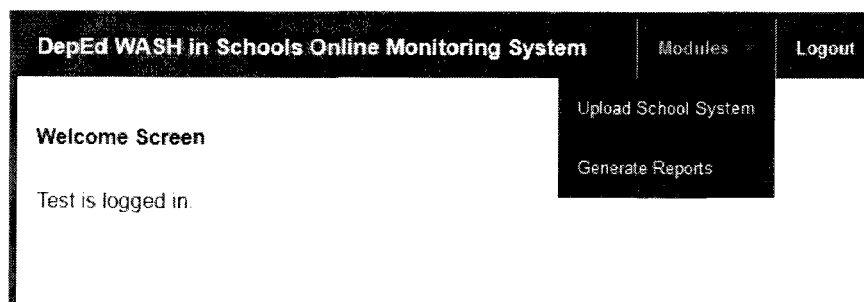
Accessing the website will bring the user to the Login Page. The user has to enter the appropriate username and password to access the various modules of the system. The username and password of the schools will be created and maintained by the Division IT Officer. Please contact your respective IT Officers if you still do not have a user account.



The screenshot shows the login interface of the DepEd WASH in Schools Online Monitoring System. The page has a dark header with the system name on the left and a 'Login' link on the right. The main content area is white and contains the text 'Login Screen'. Below this, there are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field.

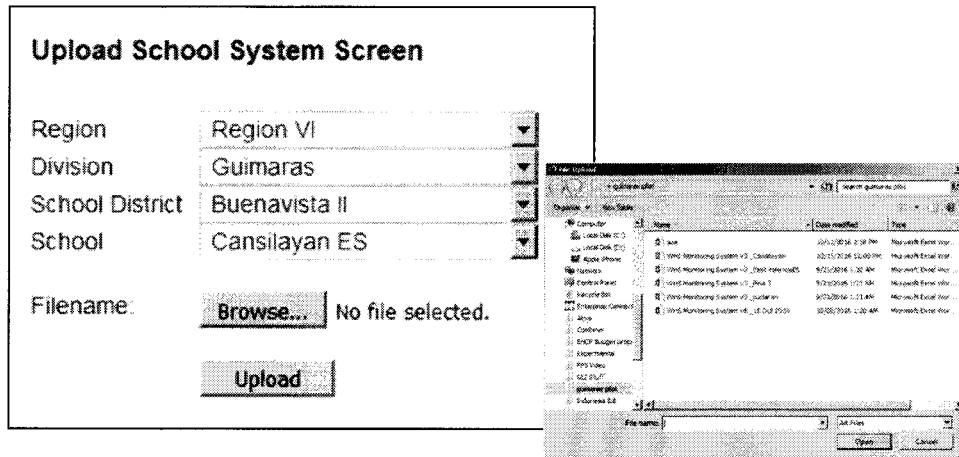
3.2. Accessing the Upload School System Module

Entering the correct username and password will give the user access to the various modules of the system. Move the mouse to the <Modules> Menu in the upper right section of the screen, then click the <Upload School System> command to access the Upload School System Screen.



The screenshot shows the 'Welcome Screen' after a successful login. The page header includes the system name, a 'Modules' menu, and a 'Logout' link. The main content area displays 'Welcome Screen' and 'Test is logged in.'. The 'Modules' menu is open, showing two options: 'Upload School System' and 'Generate Reports'.

When the Upload School System Screen appears, click on <Browse> then select the file containing the Excel-Based System for your school. Click on the <Upload> button to send the data into the online monitoring system. The system will display a confirmation message if the file was successfully uploaded. An error message will appear if the Excel System was not successfully uploaded.



In cases where the school needs to make changes in the data, first update the Excel System then repeat the process of uploading the revised Excel System. This will overwrite the old data with the new one. The school can make changes in the online monitoring system as long as data for the school year has not yet been finalized.

4. Helpdesk

For inquiries regarding the system please contact deped.wins.help@gmail.com.

CRITERIA FOR RECOGNIZING SCHOOLS DIVISION OFFICES IN MANAGING THE WINS PROGRAM

The mechanism for recognizing the SDOs for WinS Management - gives premium to both the organization capacity and results of the technical assistance provided to the schools. As such, three elements will be observed as criteria for determining the Best SDO, and the specified value of each are enumerated in the table below:

I. RESULTS OF THE TECHNICAL ASSISTANCE AND SUPPORT TO SCHOOLS

The key mandate of the Schools Division is to provide leadership to schools and learning centers.

1.a. Improvement of schools in the WinS implementation level

This refers to the number of schools who were able to move-up one or two implementation levels as measured using the Three-Star Approach. This comprises 30 % of the rating for WinS program management across schools in the Schools Division Level.

1.b. Schools' achievement of national standards

This refers to the number of schools that achieved the desired WinS implementation practice which is equivalent to achieving the third star in the Three-Star Approach. This is makes up 20% of the rating for WinS program management across schools in the Schools Division Level.

II. ORGANIZATIONAL CAPACITY

For the organizational enablers, twelve (12) elements were identified based on organizational aspects that are needed to carry out the task of managing and supporting schools for Wins Implementation. The 12 elements per organizational aspect are as follows:

| Organizational Aspect | Criteria | Means of Verification |
|-----------------------------------|---|---|
| Steering Structures and Relations | 1. Functional SD WinS TWG which comprise a range of internal and external stakeholders that are working together and providing directions on WinS management and implementation | <ul style="list-style-type: none"> ▪ Any form of issuance to constitute the WinS TWG ▪ At least 2 WinS TWG meeting in one year with minutes as supporting document ▪ Attendance sheet shows internal and external stakeholders attending the meeting/s ▪ TWG program of work should address important issues and enhance program implementation of WinS |

CRITERIA FOR RECOGNIZING SCHOOLS DIVISION OFFICES IN MANAGING THE WINS PROGRAM

| Organizational Aspect | Criteria | Means of Verification |
|--|---|--|
| Support Systems | 2. M&E of WinS as part of the SDO M&E system | <ul style="list-style-type: none"> ▪ At least 95% of schools encoded ▪ At least 25% of schools have been validated by the SDO ▪ Policy document or manual indicating system of monitoring and evaluating WinS containing the following: tools, process, persons involved and schedule ▪ Division Monitoring Reports include WinS |
| | 3. TA System includes WinS | <ul style="list-style-type: none"> ▪ WinS is part of the SDO's TA agenda to schools ▪ Policy document or manual indicating system of technical assistance for WinS containing the following: tools, process, persons involved and schedule ▪ TA plan uses data coming from the WinS M&E system |
| | 4. SDO Learning Resource Development and Management System is developing, distributing and assuring the quality of WinS materials to support health education | <ul style="list-style-type: none"> ▪ Copy of new WinS materials developed, distributed or approved |
| Planning, Programming and Resource Mobilization | 5. WinS is reflected as agenda in the Division Education Development Plan (DEDP - SDO's strategic plan) on areas such as research, KM, T&D. | <ul style="list-style-type: none"> ▪ WinS is one of the improvement areas of the DEDP |
| | 6. Resource allocation for WinS activities and services (reflected in the SDO's Annual Improvement Plan and/or Annual Procurement Plan) | <ul style="list-style-type: none"> ▪ WinS activities/services can be found in the AIP/APP |
| | 7. Active involvement of partners (e.g. NGOs, LGUs, CSO and INGOs) in implementing the WinS agenda as a result of actively establishing and maintaining linkages with these partners (at least 2 types of partners) | <ul style="list-style-type: none"> ▪ Documentation of involvement of at least 2 partners (eg. MOA, MOU, etc.) ▪ List of support obtained resulting from resource mobilization |

CRITERIA FOR RECOGNIZING SCHOOLS DIVISION OFFICES IN MANAGING THE WINS PROGRAM

| Organizational Aspect | Criteria | Means of Verification |
|---|--|---|
| Knowledge Management, Research and Innovations | 8. Conducts at least one study a year on WinS or a topic related to it | <ul style="list-style-type: none"> ▪ At least one Research paper on WinS per year |
| | 9. SDO-led WinS project or innovations | <ul style="list-style-type: none"> ▪ Project design on WinS (eg. Initiatives to innovate, sustain, or improve) ▪ Documentation of WinS project implementation or innovation |
| | 10. Utilize WinS M&E data to design and make improvements on programs (knowledge management) | <ul style="list-style-type: none"> ▪ Plan adjustments are made based on WinS M&E data |
| Human Capacity Development | 11. WinS as a learning topic is included in the SDO Professional Development Program (for SDO staff and supervisors) | <ul style="list-style-type: none"> ▪ Training design indicating WinS as one of the learning topics ▪ Training report with WinS as one of the learning topics |
| | 12. SDO staff and supervisors developed their capacity by participating in learning opportunities – e.g. direct training; LAC sessions; advance learning on WinS | <ul style="list-style-type: none"> ▪ Certificate of participation in WinS trainings for at least half of the personnel assigned to monitor and provide TA for WinS |

RECOGNITION FOR SCHOOLS DIVISION OFFICE (SDO)
DEPED'S THREE STAR APPROACH (TSA) FOR WINS PROGRAM MANAGEMENT

1.0. INTRODUCTION

DepED Order No. 10, s. 2016 – Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program stipulated that the Central Office through the School Health Division of the Bureau of Learner Support Services (BLSS) shall take the necessary strategies and actions for the overall execution of the WinS program. Alongside this responsibility is establishing a set of standards for incentives and awards to recognize outstanding program implementers. Further, the DepEd Order also stated that part of the responsibilities of the Regional office in relation to WinS Program 2016 is to implement an incentives and awards for the Best Division Implementer. Hence, this **Incentive scheme is provided to guide all Regional and Schools Division Offices (SDOs)** in terms of a purpose and standardized criteria and process for identifying Best WinS Program Management.

The DepED Order No. 10, s. 2016 also enjoins the **Regional and Schools Division offices** to fully realize the objectives of the WinS Policy¹. It mentioned the need to perform the following:

Regional Offices:

1. Provide technical assistance to division offices on the conduct of training and orientation, funding sources, and link up with partners and the Central Office, among others;
2. Provide support for WinS logistical plans;
3. Conduct training and capacity development for implementers;
4. Undertake program advocacy with LGUs;
5. Implement incentives and awards for Best Division Implementer;
6. Conduct monitoring and evaluation (M&E) of the WinS Program using the national M&E tool;
7. Submit an annual report consolidating the yearly reports from Schools Division Offices within their respective jurisdictions no later than the first week of December each year to the Central Office-BLSS; and
8. Conduct an annual Performance Implementation Review of the WinS Program and submit findings and recommendations to the Central Office.

Schools Division Offices:

1. Provide technical assistance to districts and schools in coordination with partners;
2. Conduct training and capacity development for implementers;
3. Undertake program advocacy with LGUs;
4. Conduct monitoring and evaluation of the WinS Program;
5. Submit an annual report consolidating yearly reports from schools within its jurisdiction no later than the first week of December each year to the Regional Office.
6. Create a WinS TWG for better implementation of the program;
7. Implement incentives and awards for Best School Implementor; and
8. Conduct an annual Performance Implementation Review of the WinS Program.

2.0. ESTABLISHING THE WINS STEERING STRUCTURES AT THE SUB-NATIONAL LEVELS

One important realization from the experiences of EHCP implementation is importance of having the support of stakeholders in achieving the objectives of WinS. Hence, these groups are given value in the formation of steering structures to move forward the WinS Program. The Regions and Schools

¹ Section IV- B of the Enclosure to DepEd Order No. 10, s. 2016

Division offices are therefore enjoined to engage their respective key stakeholders and partners to strategically participate in program management.

Regional Office

At the Regional level, an **Advisory Board** has to be established to oversee the Technical Working Groups of the Schools Division Offices within their authority. Consequently, they are expected actively support the advocacy of the WinS Policy to other sectors. **At the minimum, the Regional Advisory Board shall be composed** of the following:

Chair: DepED Regional Director

Members:

- DepEd Assistant Regional Director
- Regional Chiefs
- Representative from the Regional Development Council

Schools Division Offices:

At the Schools Division level, a **WinS Technical Working Group (TWG)** has to be established to: (a) oversee the work of the School TWG, approve its outputs and provide technical assistance as needed; (b) actively support the advocacy of the WinS Policy to other sectors; and (c) monitor school implementation, including the integration of WASH in the Curriculum. **At the minimum, the Schools Division WinS TWG shall be composed** of the following:

Chair: Schools Division Superintendent

Members:

- School Governance and Operations Division (SGOD): Education Facilities, School Health, M&E, Planning
- School Education Supervisor: CID representative
- Project Development Officer of the Disaster Risk Reduction
- Representative of School Heads
- Local Government Unit (City/Province Chair of Education/Water/Health)
- Parents-Teacher Association Federation or PTCA or PTA
- An active WASH NGO

3.0. NATURE AND PURPOSE OF THE MECHANISM FOR THE IDENTIFICATION OF BEST WINS PROGRAM MANAGEMENT AT SCHOOLS DIVISION LEVEL (THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT)

The mechanism to ascertain the WinS Management practice of SDOs - gave importance to monitoring the quality of program management; and providing incentives to the SDOs in the management of the WinS Program. Thus, the mechanism aims to:

- a. **Strengthen the motivation** of SDO supervisors and staff to continue **managing and providing technical assistance to schools** in implementing the WinS Policy
- b. Obtain **evidence-based information for designing a technical assistance program** that is aimed at building the SDO's organization capacity for sustained support to schools
- c. **Monitor the quality of technical assistance** provided by the SDOs to schools

Given the objectives mentioned, the mechanism should therefore be viewed as:

- An **Incentive Scheme**. The mechanism enables a process of recognition and awarding that is based on **achievement of standards and not competition**
- A **Monitoring**. One important result of the process is obtaining information on the organizational enablers for the SDO to deliver the management support and technical assistance to schools.

4.0. CRITERIA FOR IDENTIFICATION OF BEST WINS PROGRAM MANAGEMENT AT SCHOOLS DIVISION LEVEL (THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT)

The mechanism for recognizing WinS Management practice of SDOs gives premium to both the **organizational capacity of the SDO**; and **results of the technical assistance provided to the schools**. As such, three elements will be observed to ascertain the Best SDO. These are presented in Table 1, including the given weight for each criteria.

TABLE 1 – CRITERIA FOR THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

| Criteria | Weight |
|--|--------|
| <p>i. IMPROVEMENT OF SCHOOLS IN THE WINS IMPLEMENTATION LEVEL</p> <p>This looks into the number of schools who were able to move-up one or two implementation levels as measured using the Three-Star Approach.</p> | 30 % |
| <p>ii. SCHOOLS’ ACHIEVEMENT OF NATIONAL STANDARDS</p> <p>This item is about the number of schools that achieved the desired WinS implementation practice that is equivalent to a Three Stars in the Three-Star Approach.</p> | 20% |
| <p>iii. ORGANIZATIONAL ENABLERS</p> <p>This criterion is about the into the organization capacity of the SDO to carry out management and technical assistance to the schools’ WinS implementation. The focus is to determine if the program enablers are in place and fully functional</p> | 50% |

Sub-criteria for Organizational Enablers:

Specific to the organizational enablers, there are twelve (12) elements identified based on organizational aspects that are needed to carry out the task of managing and supporting schools for Wins Implementation. The 12 elements per organizational aspect are as follows:

TABLE 2 – ORGANIZATIONAL ENABLERS

| ORGANIZATIONAL ASPECTS | CRITERIA PER ASPECT |
|--|---|
| <p>A. STEERING STRUCTURE AND RELATIONS</p> <p><i>Structures and relationships needed to steer WinS implementation</i></p> | <p>1. Functional SD WinS TWG which comprise a range of internal and external stakeholders that are working together and providing directions on WinS management and implementation</p> |

TABLE 2 – ORGANIZATIONAL ENABLERS

| ORGANIZATIONAL ASPECTS | CRITERIA PER ASPECT |
|---|--|
| <p>B. SUPPORT SYSTEMS <i>Supportive mechanisms that provide the processes and tools to move the WinS program</i></p> | <p>2. M&E of WinS as part of the SDO M&E system (e.g. Schools validated by the SDO; Monitoring reports)</p> <p>3. TA System Integrates WinS (e.g. WinS is part of the SDO’s TA agenda to schools; SDO personnel capable of providing TA to schools re: WinS)</p> <p>4. SDO Learning Resource Development and Management System is developing, distributing and assuring the quality of WinS materials to support health education</p> |
| <p>C. PLANNING, PROGRAMMING AND RESOURCE MOBILIZATION <i>Articulation of directions, programs and resource commitment to achieve national WinS standards in strategic and operational plans</i></p> | <p>5. WinS is reflected as agenda in the Division Education Development Plan (DEDP - SDO’s strategic plan) on areas such as research, KM, T&D.</p> <p>6. Resource allocation for WinS activities and services (reflected in the SDO’s Annual Improvement Plan and/or Annual Procurement Plan)</p> <p>7. Active involvement of partners (e.g. NGOs, LGUs, CSO and INGOs) in implementing the WinS agenda as a result of actively establishing and maintaining linkages with these partners (at least 2 types of partners)</p> |
| <p>D. KNOWLEDGE MANAGEMENT, RESEARCH AND INNOVATIONS <i>Refers to the intent to innovate and learn from experience to continuously improve WinS management and implementation</i></p> | <p>8. The SDO conducts at least one study a year on WinS or a topic related to it</p> <p>9. SDO-led WinS project or innovations</p> <p>10. Utilize WinS M&E data to design and make improvements on programs (knowledge management)</p> |
| <p>E. HUMAN CAPACITY DEVELOPMENT <i>Refers to capacitating human resource to ensure that the organization has the appropriate and relevant competencies for WinS</i></p> | <p>11. WinS as a learning topic is included in the SDO Professional Development Program (for SDO staff and supervisors)</p> <p>12. SDO staff and supervisors developed their capacity by participating in learning opportunities – e.g. direct training; LAC sessions; advance learning on WinS</p> |

5.0. PROCESS FOR THE THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

This section provides simple steps for both Region and Schools Division Offices on using the recognition mechanism.

5.1. ACCOUNTABLE OFFICES

REGION LEVEL

The main office accountable to implement the **THREE STAR APPROACH FOR SDOs - WINS PROGRAM MANAGEMENT** is the Regional **Quality Assurance Division (QAD)**. The assignment is based on the inherent mandate of the QAD, such as quality assurance, monitoring and

evaluation. The said office shall collaborate mainly with the **Field Technical Assistance (FTA) Division** to carry out the validation of information, as the results will input later to the Technical Assistance Plan of the various FTA teams.

SCHOOLS DIVISION LEVEL

The **School Governance and Operations Division (SGOD)** shall initiate the process of self-reflection / assessment and the generation of the SDO's WinS Management Three Star Report. The Regional ICT Officer will be responsible in encoding the results in the Online System which enable the Regional office to view the results and begin the process of validation.

5.2. STEPS

Similar to the school's Three Star Approach, the process for determining the extent of SDO WinS Management involves five (5) simple steps: Preparation; Self-assessment; Validation; Recognition; and Translating Results into Actions. The following section describes the processes per step and Figure 1 offers a diagram of the TSA Procedure.

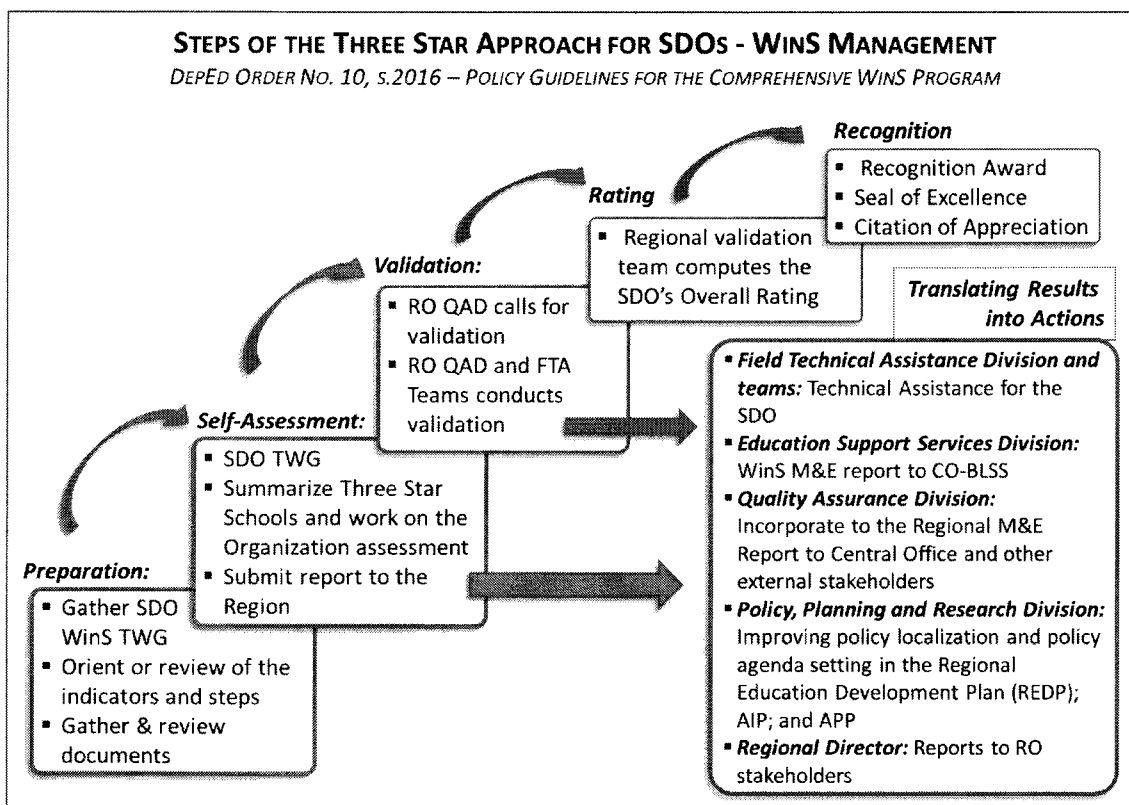


Figure 1: Steps of the Three Star Approach for SDOs - WinS Management

Step 1. PREPARATION

The School Governance and Operation Division of the SDO shall prepare all pertinent documents for the review. The required documents are as follows:

- List of schools that improved in their Three Star Approach Rating (WinS Implementation rating)
- List of schools that met the Three Star rating

- Evidences of achieving the Organizational Enablers. These are listed as “Means of Verification of Organizational Enablers” which is found in **Attachment 6 - SDO WinS Program Management Criteria**.

When all pertinent documents are prepared, the SDO calls for the WinS TWG for a meeting to orient / review the team on the following:

- **Indicators** of the SDO Three Star Approach for SDOs - Wins Program Management
- **Steps** in accomplishing the SDO WinS Monitoring Form
- Gathered **documents pertinent to the Organizational Enablers**

Step 2. SELF-ASSESSMENT

- a. As a group, the **SDO WinS TWG** shall **accomplish** the printed **SDO WinS Monitoring Form** which contains the: (i) and School level Results; and (ii) Organization Capacity Indicators.

To ensure that responses on the WinS Monitoring Form truly reflect the situation of the SDO, the team may review other documents, interview selected personnel, or observe WinS related activities of the SDO.

- b. After accomplishing the SDO WinS Monitoring form, the SGOD **sends the self-assessment report to the Regional Director via the QAD, with a copy furnished to the FTAD.**

Step 3. VALIDATION

Upon receipt of the accomplished SDO WinS Monitoring Form, the **Region QAD and FTAD Chiefs shall alert the FTA teams to validate the information.** The following are some suggested steps for validation:

- Generate from the WinS Monitoring System, the SDO report on: (i) schools with improved implementation level; (ii) those that achieved 3-Star level; and (iii) schools that attained 3-Star level for the past 3 years. From the list, randomly select the schools to visit. Visit the selected schools to determine the accuracy of report regarding the school’s implementation level
- Use the “Document Analysis, Observation and Discussion (DOD)²” approach to validate the information on **SDO’s Organization Enablers**.

Step 4. RATING

- The “**System for the Three Star Approach for Wins Program Management**” (in Excel format) had been prepared to assist each of the Regional FTA Teams in computing for the overall rating the SDO’s WinS Management practice. Hence, each Regional FTA team will simply have to encode the validated information in the excel template and upload it online. The Regional IT officer may assist in the encoding process. The frame used to determine the star-rating per criteria is presented in Table 3.

²DOD is a process endorse in DepED Order No. 83, s. 2012 – Implementing Guidelines on the Revised School-based Management (SBM) Framework, Assessment Process and Tool (APAT). For full process of DOD, please refer to the said document.

TABLE 3 – FRAME FOR RATING UNDER THE THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

| CRITERIA | 1-STAR | 2-STAR | 3-STAR | CRITERIA WEIGHT |
|---|---|---|---------------------------------------|-----------------|
| Improvement of schools in the WinS implementation level | 30 – 59% of schools | 60 – 79% of schools | 80 – 100 % of schools | X 30% |
| Schools' achievement of national standards | 30 – 59% of schools | 60 – 79% of schools | 80 – 100 % of schools | X 20% |
| Organizational Enablers | Meets any 3 to 5 items in the OC criteria | Meets any 6 to 9 items in the OC criteria | Any 10 to 12 items in the OC criteria | X 50% |

- Following the encoding process, each Regional FTA team generates the WinS SDO report and signs it as a form of endorsement to the Regional Director.
- The Regional QAD collects and compiles all signed endorsements and submits these to the Regional Director.

Step 5. RECOGNITION

- Upon approval of the Regional Director, the Regional office shall award the SDOs the appropriate citation or recognition based on their final Three Star Rating. (Refer to Section 6.0 of this document for the Types of Recognition)
- Specific to those deserving the **Seal of Excellence** award, the Region shall endorse to Central Office via the BLSS the names of the SDOs to receive such recognition.
- As suggestion, the actual awarding of SDOs can be given during any annual event of the Regional Office which it is appropriate to include performance recognition.

Step 6. TRANSLATING RESULTS INTO ACTIONS

The full value of Monitoring is achieved when developmental actions are taken given the information at hand. In order to optimize the essence of Monitoring and Quality Assurance, the analysis on the SDO's WinS Program Management Report shall be used as follows:

| REGIONAL OFFICE / DIVISION | APPLICATION |
|---|---|
| Field Technical Assistance Division and teams | Technical Assistance Plan for the SDO |
| Education Support Services Division | WinS M&E report to CO-BLSS |
| Quality Assurance Division | Incorporate to the Regional M&E Report to Central Office and other external stakeholders |
| Policy, Planning and Research Division | Improving policy localization and policy agenda setting in the Regional Education Development Plan (REDP); AIP; and APP |
| Regional Director | Reports to RO stakeholders (including the RDC) |

6.0. TYPES OF RECOGNITION

Recognition of WinS Program Management practices and results are as follows:

- a. **Citation of Appreciation** is given to a Schools Division Office for having improved in the level of WinS Management. This means movement to a higher level from the previous rating year. The Citation of Appreciation shall be signed by the Regional Director.
- b. **Recognition Award** is given to a Schools Division Office for achieving the indicators on outstanding management and technical assistance to schools; and the result of which is the schools' observance of WinS national standards. This translates to reaching a **3 – Star Level of WinS Program Management**.
- c. **Seal of Excellence** is awarded to a Schools Division Office for having **successfully maintained** a **3 – Star Level of WinS Program Management** over a period of 3 straight years.

**DEPARTMENT OF EDUCATION
 WASH IN SCHOOLS MONITORING FORM FOR
 WINS PROGRAM MANAGEMENT**

SCHOOLS DIVISION OFFICE: _____

DATE ACCOMPLISHED: _____

| | | Percent of Schools |
|--------------------|---|--------------------|
| CRITERIA 1: | Improvement of Schools in WinS Implementation Level | |
| CRITERIA 2: | Schools' achievement of national standards | |

CRITERIA 3:

| Organizational Enablers | Means of Verification | Findings (Yes/No) | Score |
|---|--|-------------------|-------|
| 1. Functional SD WinS TWG which comprise a range of internal and external stakeholders that are working together and providing directions on WinS management and implementation | 1.1. Any form of issuance to constitute the WinS TWG | | |
| | 1.2. At least 2 WinS TWG meeting in one year with minutes as supporting document | | |
| | 1.3. Attendance sheet shows internal and external stakeholders attending the meeting/s | | |
| | 1.4. TWG program of work should address important issues and enhance program implementation of WinS | | |
| 2. M&E of WinS as part of the SDO M&E system | 2.1. At least 95% of schools encoded | | |
| | 2.2. At least 25% of schools have been validated by the Schools Division Office | | |
| | 2.3. Policy document or manual indicating system of monitoring and evaluating WinS containing the following: tools, process, persons involved and schedule | | |
| | 2.4. Division Monitoring Reports include WinS | | |
| 3. TA System includes WinS | 3.1. WinS is part of the SDO's TA agenda to schools | | |
| | 3.2. Policy document or manual indicating system of technical assistance for WinS containing the following: tools, process, persons involved and schedule | | |
| | 3.3. TA plan uses data coming from the WinS M&E system | | |

CRITERIA 3:

| Organizational Enablers | Means of Verification | Findings (Yes/No) | Score |
|---|---|-------------------|-------|
| 4. SDO Learning Resource Development and Management System is developing, distributing and assuring the quality of WinS materials to support health education | 4.1. Copy of new WinS materials developed, distributed or approved | | |
| 5. WinS is reflected as agenda in the Division Education Development Plan (DEDP - SDO's strategic plan) on areas such as research, KM, T&D. | 5.1. WinS is one of the improvement areas of the DEDP | | |
| 6. Resource allocation for WinS activities and services (reflected in the SDO's Annual Improvement Plan and/or Annual Procurement Plan) | 6.1. WinS activities/services can be found in the AIP/APP | | |
| 7. Active involvement of partners (e.g. NGOs, LGUs, CSO and INGOs) in implementing the WinS agenda as a result of actively establishing and maintaining linkages with these partners (at least 2 types of partners) | 7.1. Documentation of involvement of at least 2 partners (eg. MOA, MOU, etc.) | | |
| | 7.2. List of support obtained resulting from resource mobilization | | |
| 8. Conducts at least one study a year on WinS or a topic related to it | 8.1. At least one Research paper on WinS per year | | |
| 9. SDO-led WinS project or innovations | 9.1. Project design on WinS (eg. Initiatives to innovate, sustain, or improve) | | |
| | 9.2. Documentation of WinS project implementation or innovation | | |
| 10. Utilize WinS M&E data to design and make improvements on programs (knowledge management) | 10.1. Plan adjustments are made based on WinS M&E data | | |
| 11. WinS as a learning topic is included in the SDO Professional Development Program (for SDO staff and supervisors) | 11.1. Training design indicating WinS as one of the learning topics | | |
| | 11.2. Training report with WinS as one of the learning topics | | |
| 12. SDO staff and supervisors developed their capacity by participating in learning opportunities – e.g. direct training; LAC sessions; advance learning on WinS | 12.1. Certificate of participation in WinS trainings for at least half of the personnel assigned to monitor and provide TA for WinS | | |
| | | Total: | |

**WASH IN SCHOOLS MONITORING SYSTEM
FOR WINS PROGRAM MANAGEMENT
ADMINISTRATOR'S MANUAL FOR THE SCHOOLS DIVISION IT OFFICER**

1. INTRODUCTION

This manual is intended for the Division IT Officer. It contains instructions to Manage User Accounts, Manage the Masterlist of Schools, Finalize School Data, Enter Validation Results, and Generate Results.

The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS Monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels. These are discussed in more detail in the User's Manual for Schools.

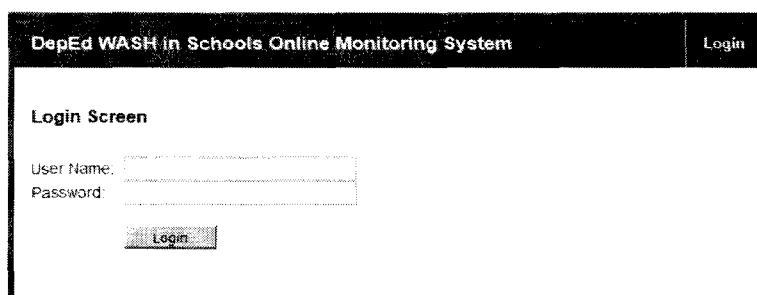
The latest versions of the Monitoring Form, Excel-Based System and Online Monitoring System can be accessed at <http://deped-wins.sysdb.site>.

2. WINS ONLINE MONITORING SYSTEM

The online monitoring system can be accessed at <http://deped-wins.sysdb.site>. It was designed primarily to upload the Excel-Based System that was encoded by the schools and generate aggregated reports that will be useful to the Divisions, Regions and National levels. It also has system administration modules to manage the user accounts and masterlist of schools.

2.1. LOGGING IN

Accessing the website will bring the user to the Login Page. The Division IT Officer has to enter the appropriate username and password to access the administrator modules of the system. The username and password of the divisions will be maintained by the Regional IT Officer. Please contact your respective Regional IT Officer if you still do not have a user account.

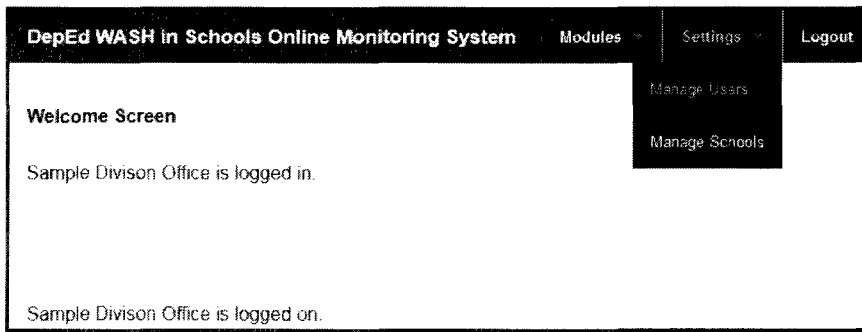


2.2. MANAGING THE MASTERLIST OF SCHOOLS

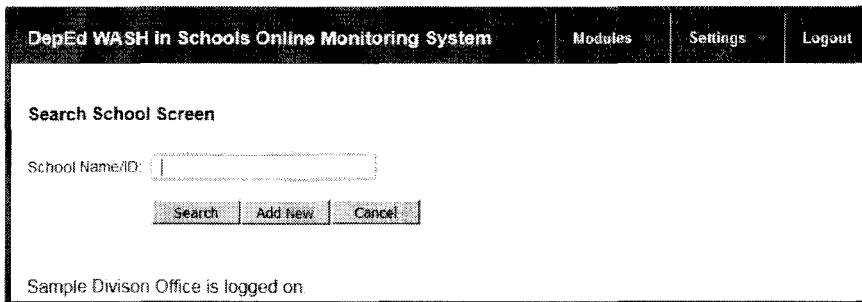
This module allows the administrator to add new schools and edit existing ones. There is no facility to delete schools. Move the mouse to the <Settings> Menu in the upper right section of the screen, then click the <Manage Schools> command to access the Search Schools Screen.

SDO WINS MANAGEMENT MONITORING SYSTEM

Administrator's Manual For The Division It Officer



Click on the <Add New> button in the Search School Screen to access the Add School Screen.

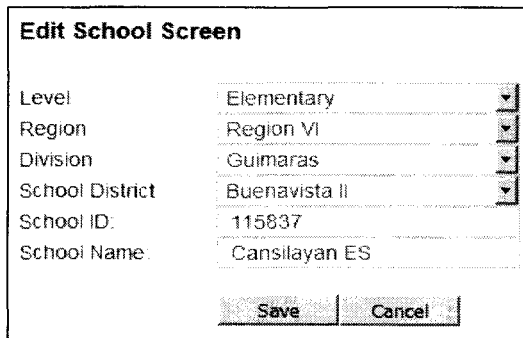
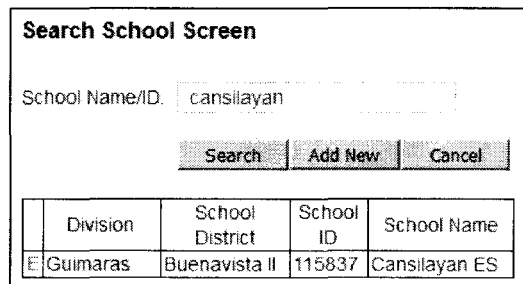
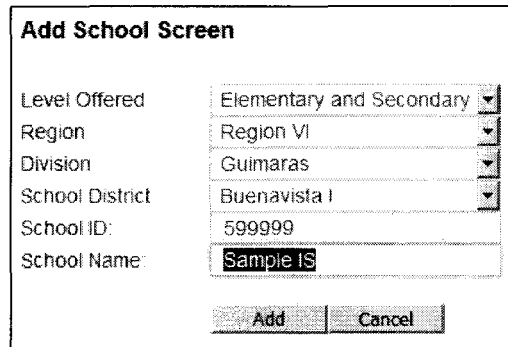


Enter the appropriate data then click on the <Save> button to update the database. Please make sure the data is consistent with the Basic Education Information System (BEIS).

If the school is an integrated school with a single School ID for both elementary and secondary level, set the <Level Offered> dropdown to "Elementary and Secondary" then fill in the appropriate data in the rest of the fields.

In order to modify the data for an existing school, go to the Search School Screen by clicking on the <Manage Schools> command found in the <Settings> Menu. Enter the school then click on <Search> to display a list of schools matching the search criteria. Click on the <E> Edit command found in the first column beside the Division to access the Edit School Screen.

Make the necessary revisions then click on the <Save> button to update the database.

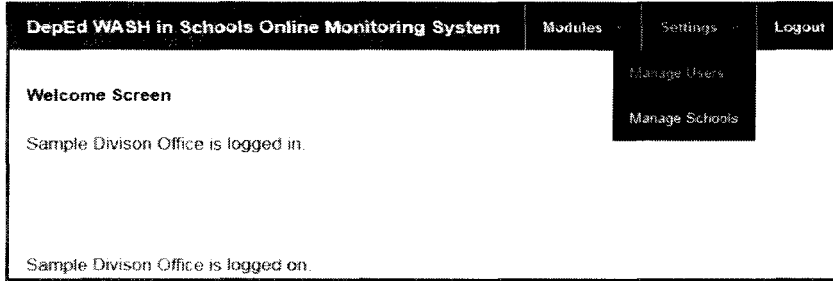


SDO WINS MANAGEMENT MONITORING SYSTEM

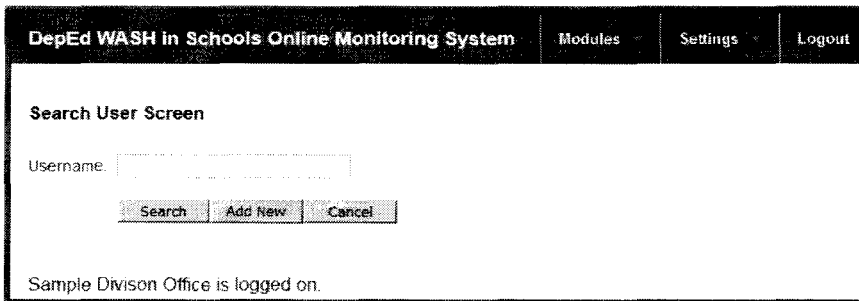
Administrator's Manual For The Division It Officer

2.3. MANAGING USER ACCOUNTS

This module allows the administrator to add, edit and delete user accounts. Move the mouse to the <Settings> Menu in the upper right section of the screen, then click the <Manage Users> command to access the Search User Screen.



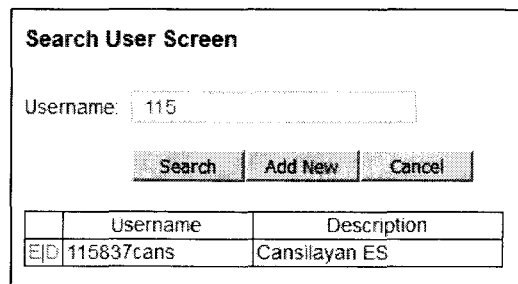
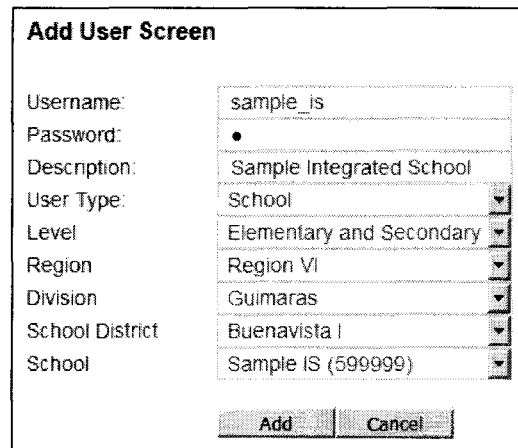
Click on the <Add New> button in the Search User Screen to access the Add User Screen.



Enter the appropriate data for the user then click on the <Save> button to update the database. The Division IT Officer is authorized to create user accounts for the division, school districts and schools under its jurisdiction.

If the school is an integrated school with a single School ID for both elementary and secondary level, set the <Level > dropdown to "Elementary and Secondary". This will result in the school dropdown displaying only integrated schools with a single School ID. Fill in the appropriate data in the rest of the fields and click save.

In order to modify the data for an existing user account, go to the Search User Screen by clicking on the <Manage Users> command found in the <Settings> Menu. Enter the username then click on <Search> to display a list of usernames matching the search criteria. Click on the <E> Edit command found in the first column beside the username to access the Edit User Screen.



SDO WINS MANAGEMENT MONITORING SYSTEM

Administrator's Manual For The Division It Officer

Make the necessary revisions then click on the <Save> button to update the database.

Edit User Screen

Username: 115837cans
 Password: •
 Description: Cansilayan ES
 Access Level: School
 Region: Region VI
 Division: Guimaras
 School District: Buenavista II
 School: Cansilayan ES

Save Cancel

In order to delete an existing user account, go to the Search User Screen and search for the username that will be deleted. Click on the <D> Delete command found in the first column beside the username to access the Delete User Screen.

Search User Screen

Username: 115

Search Add New Cancel

| | Username | Description |
|-----|------------|---------------|
| EID | 115837cans | Cansilayan ES |

Click on the <Save> button to delete the user account.

Delete User Screen

Username: 115837cans
 Password: •
 Description: Cansilayan ES
 Access Level: School
 Region: Region VI
 Division: Guimaras
 School District: Buenavista II
 School: Cansilayan ES

Save Cancel

2.4. CLOSING SCHOOLS

This module allows the administrator to close a particular school for a particular school year so the said school will no longer be counted in the status report. Move the mouse to the <Settings> Menu in the upper right section of the screen, then click the <Close Schools> command to access the Close Schools Screen. Select the school that will be closed and click on the <Close> button. The table in the lower section of the screen will list all the closed schools in the division for the school year selected. To reopen a closed school simply click on the <Open> command in the first column of the table.

Close Schools Screen

School Year: SY 2017
 Level: Elementary
 Region: Region VI
 Division: Guimaras
 School District: Buenavista I
 School: Buenavista CS (115821)

Close Cancel

Database has been updated.

SY 2017 Closed Schools

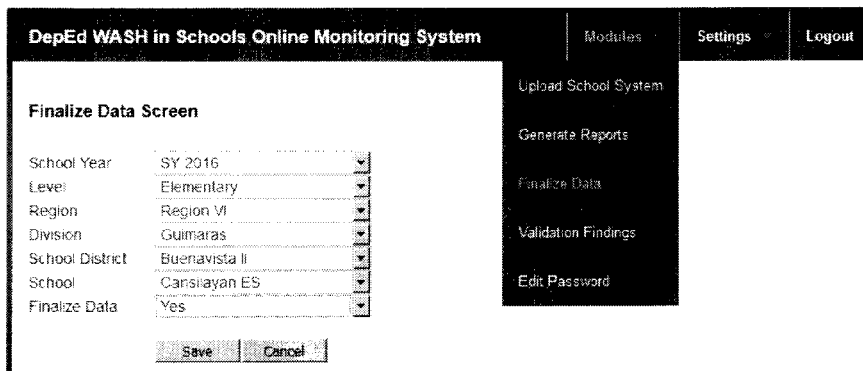
| | School District | School ID | School Name |
|------|-----------------|-----------|---------------|
| Open | Buenavista I | 115821 | Buenavista CS |

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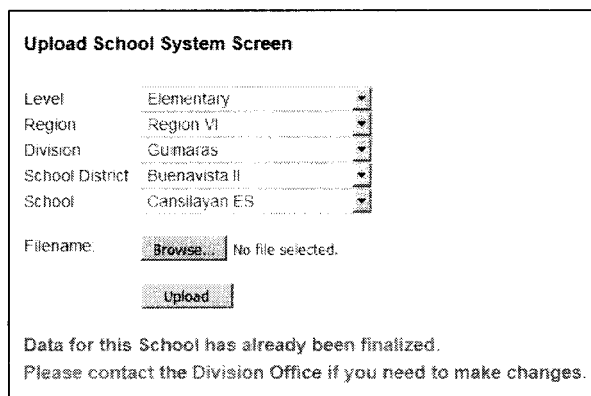
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2.5. FINALIZING SCHOOL DATA

This module allows the administrator to finalize the data for schools under their jurisdiction. Move the mouse to the <Modules> Menu in the upper right section of the screen, then click the <Finalize Data> command to access the Finalize Data Screen. Select the appropriate school and set the Finalize Data dropdown to "Yes" to lock the data of the school. The whole division can be finalized by leaving the dropdown for School District and School blank.

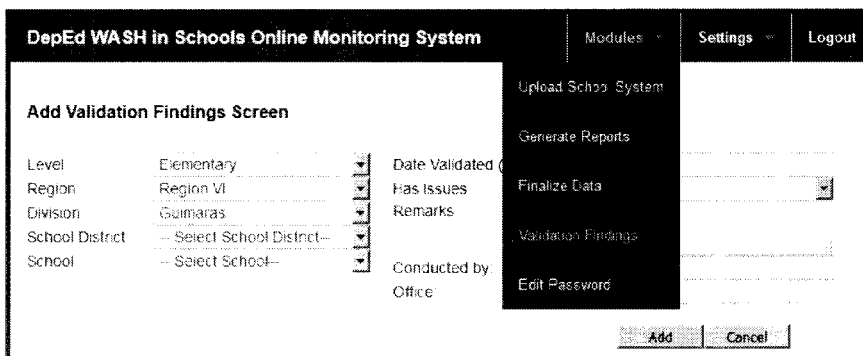


If a school has been "finalized", a message preventing the user from changing the data will appear in the Upload School System Screen.



3. ENTERING RESULTS OF VALIDATION ACTIVITIES

This module allows the administrator or a division user to enter the results of validation activities. Move the mouse to the <Modules> Menu in the upper right section of the screen, then click the <Validation Findings> command to access the Add Validation Findings Screen.



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Select the school being validated and indicate the issues found if any in the Remarks textbox.

Add Validation Findings Screen

| | | | |
|-----------------|---------------|------------------------------|--|
| Level | Elementary | Date Validated (yyyy-mm-dd): | 2016-12-01 |
| Region | Region VI | Has Issues | Yes |
| Division | Guimaras | Remarks | Functional toilets for male should be 2 instead of 4 |
| School District | Buenavista II | Conducted by: | Juan dela Cruz |
| School | Cansilayan ES | Office | Division of Cansilayan |

The table in the bottom section of the Add Validation Findings Screen will be updated with the findings that were recorded. To Edit a record, click on the <E> command and to Delete, click on the <D> command beside the Date column.

Database has been updated.

| | Date | Has Issues | Remarks | Conducted by | Office |
|-----|------------|------------|--|----------------|------------------------|
| E D | 2016-12-01 | Y | Functional toilets for male should be 2 instead of 4 | Juan dela Cruz | Division of Cansilayan |

4. GENERATING REPORTS

This module allows the user to generate the various reports that the system can produce. Click on the <Generate Reports> command found in the <Modules> Menu to access the Generate Reports Screen. The reports can be summarized by Region, Division, School District or School by adjusting the <Summarize by> dropdown. Set the <Show Schools> dropdown to "No" if you want the system to generate summaries. Set the <Show Schools> dropdown to "Yes" if you want to see the school data. Click on the Reports found in the lower section of the screen to generate the report.

DepEd WASH in Schools Online Monitoring System Modules Settings Logout

Generate Reports Screen

School Year: SY 2017 Region: [dropdown]

Level: Elementary Division: [dropdown]

Summarize by: Region School District: [dropdown]

School: [dropdown]

Statistical Reports

- WinS Database
- WinS Three Star Report for Schools
- Schools with improvement
- Three Star Rating of Schools
- Status of Encoding

Upload School System

Generate Reports

Finalize Data

Validation Findings

Edit Password

The system can currently generate the following reports:

- WinS Database – Generates the whole database for all schools
- WinS 3-Star Report for Schools – Generates the rating of the school for each indicator
- Schools with Improvement – Generates the schools which were able to improve their star rating from the previous school year
- Three Star Rating of Schools – Generates the star rating of all schools
- Status of Encoding – Generates the status of schools which have encoded data for the school year

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5. HELPDESK

For inquiries regarding the system please contact deped.wins.help@gmail.com.