



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – City of Tagbilaran

**Office of the Schools Division  
Superintendent**


DIVISION MEMORANDUM  
No. 197, s. 2021

May 31, 2021

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

To: Public Elementary and Secondary School Heads  
School WinS Focal Persons/Coordinators  
All Others Concerned

1. In conformance to Regional Memorandum No. 0394, s. 2021 dated May 26, 2021, titled:” *Water, Sanitation and Hygiene (WASH) In Schools (WINS) Monitoring Program for S.Y 2020-2021*”, this office, through the School Health and Nutrition Section, reiterates the online submission of the Wins data for SY 2020-2021.
2. All Elementary and Secondary schools, via their designated WinS Focal Person/Coordinator, are directed to submit their updated annual WINS status report (as of June, 2021) using the Three Star Approach (TSA). Report Monitoring Forms may be accessed through this website <https://deped-wins.sysdb.site/login/>
3. For reference, attached is the Guide on Filling out the Wins Monitoring Tool, and the Monitoring Form itself as well as the FAQs related to the monitoring and submission of WinS data.
4. Online updating of school data should be accomplished on or before **July 10, 2021**. For more information on:
  - a. WinS policies, programs, and resources, email [wins@deped.gov.ph](mailto:wins@deped.gov.ph)
  - b. WinS Monitoring Results and data, email [deped.wins.helpdesk@gmail.com](mailto:deped.wins.helpdesk@gmail.com)
5. Immediate and wide dissemination is desired.

  
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Schools Division Superintendent  
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JIAL/CPC/BCL SGOD/rlp



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## Guide on Filling out the WinS Monitoring Tool for School Year 2020-2021

To ensure the safety, health and well-being of learners as well as the teachers and other personnel, DepEd issued the Guidelines on the Required Health Standards in Basic Education Offices and Schools (DepEd Order No. 14, s. 2020). Schools are also encouraged to comply with the standards set out in the WinS Program which is at the forefront in preventing the spread of the COVID-19 virus.

While schools are currently closed, infrastructure and other mitigating measures should be in place for safe school physical reopening and operations.

Monitoring these measures seems to be a challenging task for the schools as there are indicators that are not relevant to the current context or could not be answered due to the current situation. This document provides guidance for schools on how to accomplish the monitoring tool for this school year.

Most of the questions found in the WinS monitoring tool, especially questions relating to infrastructure, are in fact answerable. However, in case of not applicable questions, we advise that you should still respond to these questions by using your data from the previous school year. But in the event that your school did not participate in previous monitoring, *leave the question blank* or put **#NA** if possible.

By doing so, this allows you to look at your own star-level in your own report card; while at the national level, we can calculate the star-ratings of schools nationwide. Data is important for providing technical assistance to the schools and for budgeting for next school year.

In answering the questions in the WinS Online Monitoring System for the school year 2020-2021 where Face-to-Face classes are not possible, please be guided by the following **Legends**:

\* - Applicable/Answerable despite No Face-to-Face Classes

\*\* - **Not Applicable/Not Answerable** due to No Face-to-Face Classes, hence, last year's WinS monitoring data should be encoded. In case you did not participate last year, please leave these questions blank

For other questions/concerns, please send an email to [deped.wins.help@gmail.com](mailto:deped.wins.help@gmail.com).



**DEPARTMENT OF EDUCATION  
WASH IN SCHOOLS MONITORING FORM**

**Instruction:** Fill out the spaces provided correctly and completely. This form shall be accomplished by the School Head or any authorized representative from the school.

**A. SCHOOL PROFILE\***

Date: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of School \_\_\_\_\_ School ID Number: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_  
 Complete School Address: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Total Enrollment:

	Male	Female	Total
Shift 1			
Shift 2			
Shift 3			

**B. WATER ACCESS\***

1. Does the school provide safe drinking water?
  - All the time
  - Yes, but supply is not regular
  - No drinking water in the school
  
2. Is the drinking water provided by the school free?
  - Yes     No
  
3. What mechanism are used to ensure learners have safe drinking water?
  - Teachers ask the learners to bring their own drinking water to school
  - Safe water in refillable containers are provided in designated areas within the school
  - Water from an accessible water source is boiled
  - Water from an accessible water source is filtered
  - Others \_\_\_\_\_
  
4. In the previous week, how often is water for daily handwashing and cleaning of toilets available in the school regardless of source? (Includes water delivered to the school or collected from rain)
  - Available only on certain days of the week
  - Available daily but only in certain hours
  - Available daily for 24 hours
  
5. Does the school coordinate with the LGU or water district to test the quality of water?     Yes     No
  
6. How many times was the quality of water tested in the current calendar year?  
 \_\_\_\_\_

**C. SANITATION\* (Except in Item #13)**

7. How many toilet seats are available for children in the school?  
 Do not include toilet seats for teachers.

Male	Female	Shared/Communal



24. In the past year, did the school experience any floods?  
 Yes  No

25. Does the school adopt the following mechanisms to address stagnant water?  
 Pumping out of water  Soak pit  
 Filling of stagnant water  Treatment of stagnant water to prevent breeding of mosquitoes

26. Does the school have a canteen?  
 Yes  No

27. Does the school canteen have a sanitary permit?  
 Yes  No

28. Do food handlers practice the following food safety measures?  
 Wearing of hairnet, gloves, masks and apron  
 Handwashing  
 Segregation of dry and wet food materials

29. Have all food handlers been oriented on food safety measures?  
 All  Some  None

30. Do all food handlers in the school have health certificates?  
 All  Some  None

D. HYGIENE (See Applicable Legends)

31. How many times in a week is supervised group handwashing with soap conducted for all children in the school? \_\_\_\_\_ (only for elementary)\*\*

32. What is the extent of student participation in supervising group handwashing (only for elementary)\*\*  
 Students are participants supervised by teachers  
 There are students who assist teachers in supervising handwashing activities  
 There are students assigned to lead handwashing activities

33. How many group handwashing facilities are available in the school? (count by increments of 10 water outlets)\* \_\_\_\_\_

34. What is the total number of water outlets in all the group handwashing facilities?\* \_\_\_\_\_

35. Is there a regular supply of soap for handwashing?\*

Yes  No

36. Are handwashing facilities available in the following areas?\*

Classrooms  Canteen/Eating Areas  Clinics  
 Toilets  Play areas  Laboratories  
 Agricultural areas (eg. Gulayan, livestock area)

37. Do children perform individual handwashing the following times?\*

Before meals  After cleaning activities  
 After using the toilet  After playing in the playground  
 After handling soil and animals

38. How many times in a week is supervised group toothbrushing with fluoride conducted for all children in the school? \*\* \_\_\_\_\_

39. What is the extent of student participation in supervising group toothbrushing? \*\*

- Students are participants supervised by teachers
- Students assist teachers in supervising toothbrushing activities
- Students are assigned to lead toothbrushing activities

40. Is there a regular supply of toothbrush and toothpaste for toothbrushing? \*\*  Yes  No

41. Are the repair and maintenance requirements for WASH facilities reflected in the following? \*

- School improvement plan (SIP)
- Annual improvement plan (AIP)

42. What are the sources of funds for the following? Please check all that apply. \*

Item	School MOOE	Private donations	PTA	LGU Funds	Children bring their own
Soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothbrush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothpaste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning materials/supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair and maintenance (labor/spare parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

43. Where can learners avail of sanitary pads? \*

- School Canteen
- School Clinic
- Guidance Office
- Class adviser/teacher
- Others \_\_\_\_\_

44. Is there information on proper disposal of sanitary napkins in the girl's toilet? \*

- Yes  No

45. Are there DepEd Approved Instructional materials on Menstrual Health for Teachers? \*

- Yes  No

46. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students? \*

- Yes  No

47. Is there a designated rest space/changing room for girls with menstrual discomfort? \*

- Yes  No

**E. DEWORMING\*\***

48. Is deworming done semi-annually? \*\*

- Yes  No

49. What is the total number of students dewormed? \*\* \_\_\_\_\_

F. HYGIENE EDUCATION\*

50. Which areas have IEC materials for WinS?

	Hygiene (Hand- washing, tooth- brushing)	Menstrual Health Management	Sanitation (waste segregation/ disposal, drainage, deworming)	Food safety
Bulletin board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Canteen/Eating areas	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

51. Are there organized structures (eg. TWGs, student clubs) to promote WinS?  
 Yes    No

52. Is WinS a part of INSET?  
 Yes    No

53. Are learning materials available for teaching WinS?  
 Yes    No

54. Is WinS being advocated in the GPTCA assembly?  
 Yes    No

55. Are there planned and organized activities for advocating WinS to  
 parents/stakeholders?  
 Yes    No

56. Is WinS part of the co/extra-curricular program for students?  
 Yes    No

## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. When will be the deadline of submission of WinS Monitoring data for this school year?

Schools may submit their WinS monitoring data from November 2020 until the end of academic year (July 2021).

### 2. There are questions that are not applicable as schools are not open yet. How do the schools answer these types of questions?

The DepEd Bureau of Learner Support Services - School Health Division (BLSS-SHD) will issue a guideline on how the schools will fill out the WinS monitoring tool for school year 2020-2021. Most questions in the monitoring tool are still answerable despite schools do not offer face to face learning opportunities. However, in case of non-applicable questions (for example: How many times in a week is supervised group handwashing with soap conducted for all children in the school?), please use your data from previous year to answer these types of questions.

### 3. What if the schools did not participate in the WinS Monitoring last year? How are they going to answer the non-applicable questions?

In the event that the schools did not participate in the WinS Monitoring last school year, you are advised to leave the question unanswered, or if possible, just write #NA.

### 4. Where can I find the results of the previous rounds of WinS monitoring?

If you can no longer access your previous data, just log into the official DepEd WASH in Schools Online Monitoring system ([DepEd WinS OMS \(sysdb.site\)](#)), using your own username and password. If you have trouble accessing your account, please contact your respective division/regional coordinators. Once signed in, follow these steps:

- Under the Modules section, click the 'Generate Report'
- Specify first the school year you are interested in to look at (i.e. at this time, select SY 2019)
- Select your school level (whether elementary or secondary).
- Then, fill in the remaining fields such as your region, division, district (for ES only) and the name of your school.
- Under the Statistical Reports, click the 'WinS Database' to download your previous data

### 5. What if schools have already submitted their data before the implementation of the new guideline? Does the system allow resubmission of data? Will it replace the old entry?

Yes, the data to be uploaded will overwrite your previous entry. The WinS online monitoring system avoids double entries unless schools enter an incorrect school ID.

### 6. Can I see the data from previous years?

Yes, you can, up to a certain level. There are no PowerBI based dashboards for viewing WINS monitoring data at the individual school level. But there are WINS monitoring dashboards at SDO level. These can be found at the following websites:

- SY 2019/20- <http://bit.ly/38cJ4AC>
- SY 2018/19 - <http://bit.ly/2XaXKdj>
- SY 2017/18 - <http://bit.ly/35dWEIA>

**7. Are schools required to submit their WinS data this school year?**

As indicated in the DepEd Order No. 194, s. 2018 entitled "Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation, and Hygiene in Schools Program), the CO, ROs, SDOs, and all public schools are tasked to ensure utilization of and compliance to the global concept of Three Star Approach (TSA) indicators thru the WinS Online Monitoring System (WinS OMS).

The result of the WinS OMS shall serve as basis for planning, policy direction, and provision of WinS interventions.

**8. Are there any changes in the WinS Monitoring tool since we are in the midst of a pandemic and as there are no face-to-face classes held?**

No, there are no changes in the tool. Please refer to the Water, Sanitation, and Hygiene in Schools (WinS) Program Monitoring for School Year 2020-2021 and the guidelines issued by the Department of Education.

**9. How can we assist schools in accessing their WinS monitoring account especially when they forgot their username and password?**

Bring this up to the regional or division ICT coordinators as they have been given access to 'Manage schools' feature of the online monitoring system. In case you were not able to get support at Division or Regional level please email your concerns directly to technical persons within BLSS-SHD ([deped.wins.help@gmail.com](mailto:deped.wins.help@gmail.com))

**10. In case of integrated schools, should they send two WinS data one for elementary and one for secondary?**

Yes, this has been the protocol since the implementation of WinS monitoring. During the orientation of the WinS monitoring, integrated schools were advised to submit two sets of WinS data: one for elementary level and one for secondary level. Be sure to indicate or tick the correct school level in the WinS monitoring tool.

**11. How to verify if the data submitted by all schools under our SDOs or region have been entered already into the system?**

It's easy to verify. Just log in to the official DepEd WASH in Schools Online Monitoring system ([DepEd WinS OMS \(sysdb.site\)](http://DepEd WinS OMS (sysdb.site))), using your own username and password. If you have trouble accessing your account, please contact your respective division/regional coordinators. Take these steps once signed in:

- Click 'Modules' and then click 'Generate Reports'
- Under the Generate Report screen, select the school year you are interested in to explore.
- Indicate whether you want to look at either elementary or secondary.
- Specify in the 'Summarize by' whether you want to see the whole region or just a particular SDO.
- Indicate your Region but in case of SDO, indicate your both region and SDO
- Leave the School District and School sections blank
- Generate the data by clicking 'WinS Database' under the Statistical Reports
- Open the excel file (xls) generated and check if all schools under your SDO or regions have encoded their WinS data already.
- Repeat the process for Secondary Schools

For any concerns, please feel free to contact the emails provided in the memorandum.

When asking for support, please provide specifics (a screenshot or photo as applicable or detailed information regarding your concern). Please note that we may receive hundreds of messages and providing clear and complete information will allow us to better respond to your concern. Thank you.