

Department of Education
Guidelines on Filling out the WinS Monitoring Tool for School Year 2020-2021

In order to ensure the safety, health and well-being of the 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 encouraged also 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 are important for providing technical assistance to the schools and for budgeting for next school year.

The attached monitoring has earmarked in red those questions, which are not properly answerable for school year 2020/2021 and were last year's WinS monitoring data should be encoded. In case you did not participate last year, please leave these questions blank.

For more other questions or concerns, please send an email to deped.wins.help@gmail.com.

DEPARTMENT OF EDUCATION
WASH IN SCHOOLS MONITORING FORM

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

A. SCHOOL PROFILE

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

Total Enrolment:

	Male	Female	Total
Shift 1			
Shift 2			
Shift 3			

B. WATER ACCESS

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 for 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

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

Male	Female	Shared/Communal
8. Are toilets secure, private, have door with lock, have lighting, and adequate ventilation? Yes No
9. Do toilets for girls have wrapping materials for used sanitary pads? Yes No
10. How many toilets for girls have a washing facility inside the toilet? _____
11. Are detached toilets for girls within view of school building and people? Yes No
12. Are there toilet/s designed for persons with limited mobility? Yes No
(These toilets must have a ramp, railing and adequate space for a wheelchair)
13. How often are the sanitation facilities cleaned?
 - Daily Once a week
 - At least twice a week Less than once a week
14. Does the school burn its waste? Yes No
15. Are segregated trash bins with cover available in the following areas?
 - Classrooms
 - Offices
 - Gardens
 - Toilets
 - Clinics
 - Hallways
 - Canteens
 - Play Areas
 - Gyms/Stage

16. Is waste segregation being practiced in the school? Yes No
17. Does the school have policies/sanctions which promote the practice of waste segregation? Yes No
18. How regular is garbage being collected from the school?
 Daily Once a week No Collection
 2-3 times a week Less than once a week
19. Does the school have a compost pit for biodegradable waste? Yes No
20. Does the school have a refuse pit for non-biodegradable waste? Yes No
21. Does the school have a materials recovery facility (MRF)? Yes No
22. Do all toilets in the school have functional septic tank/s? All Some None
23. Does the school have a functional drainage from the kitchen and wash areas to ensure that there is no stagnant water? Yes No
24. In the past year, did the school experience any floods? Yes No
25. Does the school adopt the following mechanisms to address stagnant water?
 Pumping out of water Soak pit
 Filling of stagnant water Treatment of stagnant water to prevent breeding of mosquitoes
26. Does the school have a canteen? Yes No
27. Does the school canteen have a sanitary permit? Yes No
28. Do food handlers practice the following food safety measures?
 Wearing of hairnet, gloves, masks and apron
 Handwashing
 Segregation of dry and wet food materials
29. Have all food handlers been oriented on food safety measures? All Some None
30. Do all food handlers in the school have health certificates? All Some None

D. HYGIENE

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

32. What is the extent of student participation in supervising group handwashing (only for elementary)

- Students are participants supervised by teachers
- There are students who assist teachers in supervising handwashing activities
- There are students assigned to lead handwashing activities

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

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

35. Is there a regular supply of soap for handwashing? Yes No

36. Are handwashing facilities available in the following areas?

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

37. Do children perform individual handwashing the following times?

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

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

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

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

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

41. Are the repair and maintenance requirements for WASH facilities reflected in the following:

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

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

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

43. Where can learners avail of sanitary pads?

- School Canteen
- Guidance Office
- Others _____
- School Clinic
- Class adviser/teacher

44. Is there information on proper disposal of sanitary napkins in the girls toilet? Yes No

45. Are there DepEd Approved Instructional materials on Menstrual Health for Teachers? Yes No
46. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students? Yes No
47. Is there a designated rest space/changing room for girls with menstrual discomfort? Yes No

E. DEWORMING

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

F. HYGIENE EDUCATION

50. Which areas have IEC materials for WinS?

	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 (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