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

**OUA MEMO 00-0821-0109**

**MEMORANDUM**

10 August 2021

For: **Nepomuceno Malaluan**  
Undersecretary, Chief of Staff

Attention: **Roger B. Masapol**  
Director IV, Planning Service

Subject: **ADOPTION/INCLUSION OF THE COVID-19 CAPACITY DEVELOPMENT MATERIALS ON WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) PROGRAM TO DEPED'S INVENTORY OF INFORMATION, EDUCATION, AND COMMUNICATION (IEC) MATERIALS FOR SAFE REOPENING OF SCHOOLS**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services – School Health Division (BLSS-SHD), recognizes the essential role of the WinS program in infection prevention and control measures within the school premises or even at home, as in the case of our current learning modality due to the threats of the ongoing COVID-19 pandemic.

In this regard, BLSS-SHD recommends the adoption/inclusion of capacity development materials on WinS to the existing management tools or resources to be used in the possible safe reopening of schools at some point in the future.

Attached are the following documents for your perusal and ready reference: (1.) Complete Staff Work; (2.) Overview of WinS Capacity Development Materials; (3.) Letter of Acceptance to the Proposal of GIZ to Collaborate with BLSS-SHD.

For more information, queries and concerns on the abovementioned subject, please contact Dr. Maria Corazon C. Dumlao (Chief Health Program Officer) or Mr. Vonerich B. Berba (Education Program Specialist II) of BLSS – SHD through (02) 8632 9935 and email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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## **COMPLETE STAFF WORK**

### **ADOPTION/INCLUSION OF THE COVID-19 CAPACITY DEVELOPMENT MATERIALS ON WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) PROGRAM TO DEPED'S INVENTORY OF INFORMATION, EDUCATION, AND COMMUNICATION (IEC) MATERIALS FOR SAFE REOPENING OF SCHOOLS**

#### **I. IMPLEMENTATION OF CAPACITY DEVELOPMENT MATERIALS ON WASH IN SCHOOLS**

##### **A. Background Information**

The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), is committed to espouse the promotion of correct hygiene and sanitation practices among school children and a clean environment in and around schools to keep learners safe and healthy. The release of Department Order No. 10, series of 2016, entitled “Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program”, sets the direction of the holistic program by laying down the targets, standards, and roles and responsibilities of key stakeholders.

Schools across the country have taken significant strides toward the attainment of the targets set forth within the policy since the launch of the Comprehensive WinS Program. The emergence of the COVID-19 pandemic underscored the role of WinS in infection prevention and control in schools, as documented in the Basic Education Learning Continuity Plan and Department Order No. 14, series of 2020, entitled “Guidelines on the Required Health Standards in Basic Education Offices and Schools.”

The crucial role of WinS in navigating this unprecedented crisis has prompted the urgent need to support schools with relevant reference materials and management support tools to guide the implementation of essential WinS-focused infection prevention and control measures in order to ensure safe reopening and operations of schools within the pandemic context.



## II. OVERVIEW OF WINS CAPACITY DEVELOPMENT MATERIALS

The WinS Capacity Development Materials document indexes the pertinent materials and tools developed to support the implementation of the Comprehensive WinS program, as well as relevant references to DepEd memoranda. A brief description, along with hyperlinks that lead the user directly to the full view of the corresponding material on the DepEd WASH in Schools (WinS) website, is available for each product.

The **overview is divided into 7 parts** (moving from the top left corner of the page):

1. **DepEd issuance(s)** where the subsequent materials are anchored in and aligned with;
2. **WinS Three Star Approach Implementation;**
3. **Monitoring and Evaluation;**
4. **Operation and Maintenance;**
5. **Online Trainings;**
6. **Menstrual Hygiene Management;**
7. **Management support tools/IEC materials** that are focused on translating relevant global recommendations, national policies, and DepEd implementing guidelines on COVID-19 infection prevention and control measures within the education sector into actionable formats (i.e., checklists, posters, nudges) for day-to-day operation.

A Filipino version of these materials will also be made available to the users.

The WinS Capacity Development Materials shall be made available to the DepEd WASH in Schools (WinS) website under resources: **<https://wins.deped.gov.ph/category/wins-resources/>**

These digital copies must be distributed and made available to all schools. Limited printed copies shall be provided to selected schools

## III. POTENTIAL BENEFITS

The adoption/inclusion of capacity development materials and tools created within the frame of DepEd's Comprehensive WinS Program, along with proposed management support tools on safe return to schools within the context of COVID-19, shall

- provide key DepEd stakeholders with a cohesive summary of available resources on WinS at a glance, thereby encouraging the use of these materials to support their WinS program implementation within and beyond the pandemic context;



- support the sustainability of the WinS Program and the continuous support to schools and DepEd stakeholders.

#### IV. RECOMMENDATION

##### 1. **Activities/discussions leading to the development and distribution of WinS-focused COVID-19 capacity development materials**

In order to facilitate and accelerate WinS implementation among schools and to provide guidance for the safe resumption of face-to-face learning or other modalities (e.g. schools as centers for distribution of learning materials), the BLSS-SHD has led the following activities/discussions:

- A preliminary discussion was held on 29 March 2021 between BLSS-SHD and GIZ to express the latter's commitment to support DepEd in its efforts to ensure safe return to schools and to jointly explore areas of collaboration.
- This was then followed by an official communication from GIZ addressed to Secretary Leonor Magtolis-Briones dated 30 March 2021 to present GIZ' proposal to collaborate with the BLSS-SHD in the development and distribution of a WinS-focused COVID-19 infection prevention and control package, which includes training materials and school-based management support tools.
- The Office of the Undersecretary for Administration promptly responded to the proposal through a letter of acceptance dated 01 April 2021.
- A subsequent discussion was held on 14 June 2021 to present the proposed management support tools/IEC materials created within the frame of COVID-19 infection prevention and control with reference to DO No. 14, s. 2020. This led to the BLSS-SHD's recommendation to prepare a catalog of existing resources developed by DepEd, in partnership with the WinS TWG members. The management support tools will also be included to demonstrate how they complement and fit into the bigger picture of the entire DepEd WinS program under OK sa DepEd.
- The overview of capacity development materials was formally presented to the members of the DepEd WinS TWG during its regular meeting last 14 July 2021. BLSS-SHD has also announced its plan to officially endorse the materials for consideration of the Office of the Undersecretary for Planning, Human Resource, and Organizational Development, and Field Operations.

2. In concurrence with the agreed next steps from the above-mentioned activities/discussions, **BLSS-SHD recommends the following:**



- Adoption/Inclusion of the capacity development materials outlined in the overview document to the inventory of knowledge products, which schools nationwide can readily access and reproduce for the purposes of information dissemination and support to compliance with WinS program and safe school reopening-related policies; and
- Endorsement of the said capacity development materials to Office of the Undersecretary for Planning, Human Resource and Organizational Development, and Field Operations.

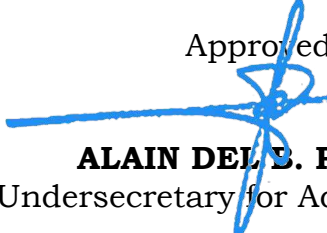
Reviewed by:

  
**MARIA CORAZON C. DUMLAO**  
 Chief, School Health Divisions

Noted:

  
**LOPE B. SANTOS III**  
 OIC-Director IV

Approved:

  
**ALAIN DEL B. PASCUA**  
 Undersecretary for Administration

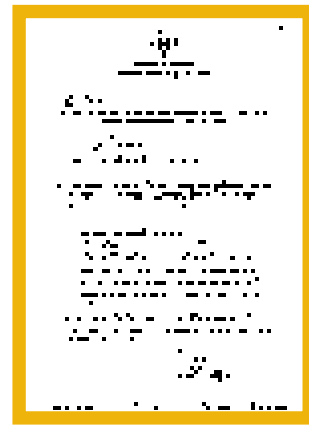


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## POLICY FRAMEWORK



### DEPED MEMORANDUM ON WASH IN SCHOOLS / DEPARTMENT ORDER NO. 10, S. 2016 POLICY AND GUIDELINES FOR THE COMPREHENSIVE WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS) PROGRAM

This memorandum establishes the comprehensive WinS program, its objectives, basic requirements, standards, and the roles and responsibilities of various stakeholders within the education sector. It defines the targets for water, sanitation, hygiene, health education, and deworming.

<https://bit.ly/3hgK5ei>



### DEPED MEMORANDUM NO. 194, SERIES OF 2018: IMPLEMENTING GUIDELINES TO DEPED ORDER NO. 10, S. 2016

This memorandum outlines the package of mechanisms for programming, monitoring progress, ensuring quality, and recognizing exemplary performance on WinS to facilitate the WinS policy implementation.

<https://bit.ly/3jmuMj>

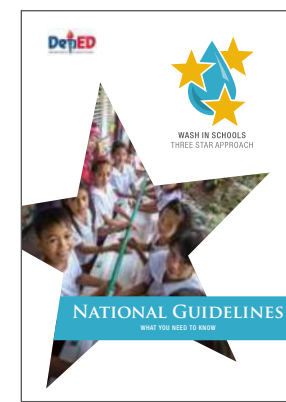
## WASH IN SCHOOLS THREE STAR APPROACH IMPLEMENTATION



### "HOW TO REACH THE STARS"/ IMPLEMENTATION BOOKLETS ON WATER, SANITATION, HYGIENE AND DEWORMING (2018)

The WASH in Schools (WinS) Three Star Approach Implementation Booklets offer concrete steps that schools can take to realize the Department of Education Comprehensive WinS Policy and Guidelines (DepEd Order No. 10, series of 2016). The booklets are anchored on the global concept of the Three Star Approach that helps prioritize doable essentials to start off their journey to reach the national standards for WinS – one step at a time. Four booklets have been developed, each focusing on a WinS element: water, sanitation, hygiene and deworming.

Water: <https://bit.ly/3qzb35F>  
Sanitation: <https://bit.ly/2U0B7Np>  
Hygiene: <https://bit.ly/2Ucmofu>  
Deworming: <https://bit.ly/3AcKtI3>



### NATIONAL GUIDELINES "WHAT YOU NEED TO KNOW" WinS TSA BROCHURE (2017)

The Philippine Department of Education WASH in Schools (WinS) Three Star Approach (TSA) Brochure presents an overview of the WinS program. The brochure shows a message from the Secretary of Education, orients readers on TSA cycle, the Three Star criteria and how School-Based Management serves as a pathway for schools to take action on improving their WinS conditions. The DepEd Order, which serves as the basis for the WinS program, also accompanies the brochure.

<https://bit.ly/3qwpmrh>



### WinS MANAGEMENT WinS SDO HANDBOOK (2021)

This handbook was developed to guide and help School Division Offices (SDO) manage implementation of the WinS program. It is aimed at strengthening the capability of a SDO to help schools in implementing the WinS program to achieve learning and health outcomes and sustain the gains of the program.

### STEERING WinS WinS RO HANDBOOK (2021)

This handbook was developed to assist Regional Offices (RO) in steering the WinS Program in the region, and in managing compliance to WinS Quality standards.

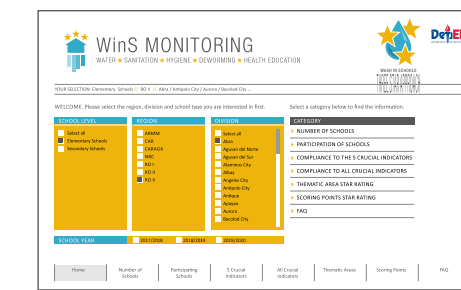


### WinS PROGRAM OVERVIEW "REACHING THE STARS" VIDEO (2019)

Quality education requires a healthy and enabling environment. For students to learn, they should have access to clean water, functional toilets, and be able to practice proper hygiene. This video presents a short overview of the Philippine Department of Education WASH in Schools Program.

<https://bit.ly/3jwyiey>

## MONITORING & EVALUATION



### WinS ONLINE MONITORING SYSTEM (OMS) AND WinS SDO-LEVEL DASHBOARD IT SYSTEM AND ONLINE TOOL

The WinS OMS is a platform that encourages schools to upload their own assessment of their WinS status. The annual WinS assessment is being conducted by the school WinS Technical Working Group (TWG) and a copy is furnished to the schools division office.

The WinS SDO-level dashboard is an online tool that gives stakeholders an easy-to-use way of viewing, analyzing and presenting selected WinS indicators at Regional, SDO and district level.

OMS: <https://deped-wins.sysdb.site/Login/>  
Dashboard SY 2017/18: <https://bit.ly/35dWEIA>  
Dashboard SY 2018/19: <https://bit.ly/2XaKKdJ>  
Dashboard SY 2019/20: <https://bit.ly/38cJ4AC>



### WinS MONITORING RESULTS SCHOOL YEAR 2019-2020 / REPORT (2020)

This report provides an overview of the WinS situation in the Philippines over three years of program implementation from SY 2017/18 to SY 2019/20, and the big progress DepEd has made in improving the Water, Sanitation and Hygiene (WASH) situation in schools. The results present the WinS status of 88% or 40,000 out of 47,000 of public schools in the country.

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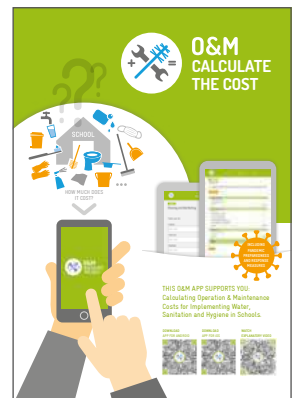


### WinS PROGRAM MONITORING "KNOW YOUR STAR" VIDEO (2018)

Quality education requires a healthy and enabling environment. For students to learn, they should have access to clean water, functional toilets, and be able to practice proper hygiene. This video presents the steps involved in monitoring the Water, Sanitation and Hygiene (WinS) program of the Philippine Department of Education.

<https://bit.ly/3y2L9t5>

## OPERATION & MAINTENANCE



### WinS "O&M - CALCULATE THE COST" APP & FACTSHEET (2020)

This tool provides support in calculating the costs for operation and maintenance (O&M) for schools in the areas of water, sanitation, and hygiene (WASH). This includes the calculation of new requirements in response to COVID-19. The app is aligned with WHO/ UNICEF/ UNESCO recommendations.

Factsheet: <https://bit.ly/3jouqwd>

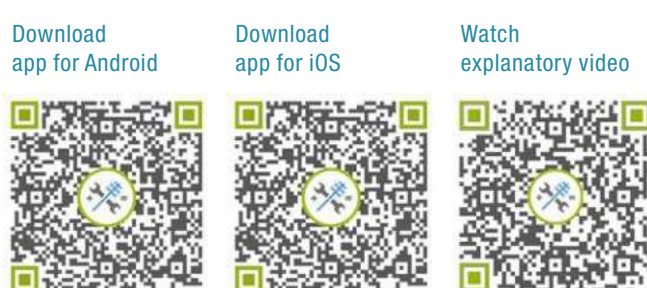


### WinS OPERATION & MAINTENANCE VIDEO (2019)

Water, Sanitation and Hygiene (WASH) are essential for health and are critically contributing to performance and educational success. Schools must provide a healthy environment where children feel safe and protected and where the basic needs of children, including access to water and sanitation, are met.

Proper operation and maintenance of school toilets is a must to keep them usable at all times. This video will show a school in Quezon City how they started with simple steps in improving and maintaining their school toilets towards achieving a healthier learning environment for their students.

<https://bit.ly/3y3VyF0>



## ONLINE TRAININGS



### LEARN ONLINE! "LEADING WINS IN SCHOOLS" "ACCELERATING WINS IN DIVISIONS" MASSIVE OPEN ONLINE COURSES (2019)

WinS MOOC is a digital training solution that strengthens capacities on WinS management and provides uniform implementation guidance to Division-level personnel, school heads, WinS coordinators, and teachers all over the country. By building capacities on WinS, it ultimately aims to improve the WASH conditions in schools and create a safe, conducive to learning environment for the learners. The course content is adjusted to include section on *WinS* and *COVID-19* which presents credible resources on basic aspects of pandemic preparedness and response, local and international guidelines, and DepEd directives. From September 2019 to June 2021, a total of 14,000 Division personnel, school heads, teachers and WinS coordinators have participated in the courses.

<https://bit.ly/3dlgxWf>



### WINS SY 2020 YEAR END FORUM (2020)

A collection of resources on the subject of WinS and COVID-19 presented during a series of webinars organized by the DepEd WinS technical working group to orient and capacitate key representatives of central, regional, and schools division offices in a virtual format.

<https://bit.ly/35Z0Mpt>



### WinS WEBINAR SERIES (2020)

As part of the initiatives under the DepEd COVID-19 Response and the Brigada Eskuwela 2020, WinS technical working group conducts a series of webinar in Region IV-A and NCR. The webinar aims to provide an overview of WinS in the light of COVID-19, promote WASH in Schools and encourage adaptation of WinS behaviors and practices in remote learning, and as preparation for the physical use of schools on a limited or full capacity with compliance to DepEd Order No. 12 s. 2020.

<https://bit.ly/2UPD10P>

## MENSTRUAL HYGIENE MANAGEMENT



### "MAKING REUSABLE PADS" LEARNING GUIDE WinS POSTER & BOOKLET (2020)

A reference for teachers in guiding the learners, both female and male, on Making Reusable Pads to address the lack of access to emergency sanitary pads at school and home. This learning guide supports the Philippine Department of Education's National WinS Policy (DepEd Order 10, Series 2016) on effective menstrual hygiene management.

Poster: <https://bit.ly/2SbxNuK>  
Booklet: <https://bit.ly/3jwyysD>



### "MENSTRUAL HYGIENE MANAGEMENT" WinS MONITORING RESULTS PHILIPPINES REPORT/FOLDER (2020)

This report provides an overview of specific WinS indicators that are prerequisites to effective menstrual hygiene management, and the continuous improvement demonstrated by DepEd from SY 2017/18 data to the latest available data of SY 2019/20.

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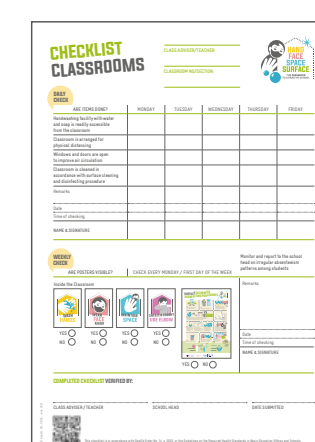
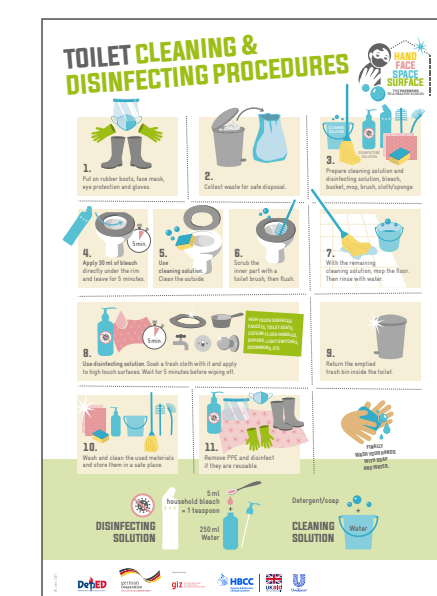
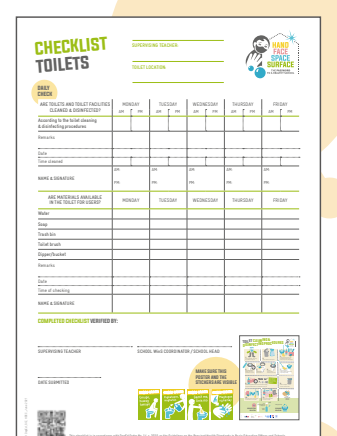
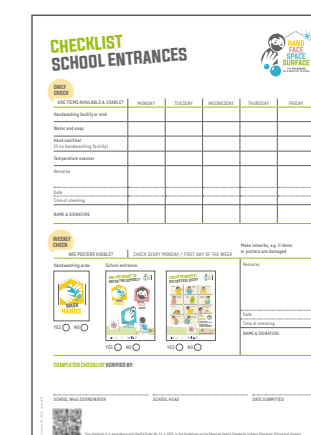
## COVID-19 IPC



### DEPED MEMORANDUM ON REQUIRED HEALTH STANDARDS - DEPARTMENT ORDER NO. 14 SERIES OF 2020 GUIDELINES ON THE REQUIRED HEALTH STANDARDS IN BASIC EDUCATION OFFICES AND SCHOOLS

This memorandum guides learners, teachers, and nonteaching personnel nationwide on specific measures for COVID-19 mitigation to ensure safe return to schools and DepEd offices once approval from national authorities is secured.

<https://bit.ly/3hwTMpl>



### COVID-19 IPC MANAGEMENT SUPPORT TOOL PACKAGE CHECKLISTS, POSTERS, STICKERS (2021)

These management support tools and IEC materials aim to streamline the communication of global recommendations, national policies and DepEd implementing guidelines on COVID-19 infection prevention and control within the education sector into actionable formats for day-to-day implementation at specific locations in schools (i.e., school entrance, classrooms, and toilets).





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01 April 2021

**BELLA MONSE**

Senior Advisor

GIZ Fit for School Programme/HBCC

Makati City

**ACCEPTANCE OF THE PROPOSAL OF GIZ TO  
COLLABORATE WITH BLSS-SHD**

Dear **Ms. Monse**:

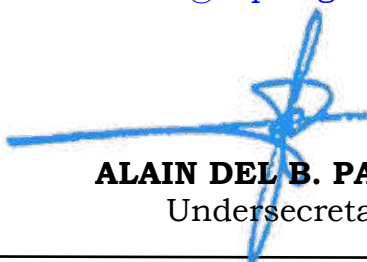
The Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) recognizes the importance of the partnership between the Department of Education (DepEd) and GIZ through the years. This partnership ensures the safety of schools and the promotion of health for all learners.

In this regard, DepEd underscores the significant contributions of the Water, Sanitation and Hygiene in Schools (WinS) Program, especially during this time of the COVID-19 pandemic.

Hence, the OUA respectfully accepts the proposal of GIZ, in partnership with the Hygiene and Behavior Change Coalition (HBCC), to collaborate with BLSS-SHD in the development and distribution of a WinS-focused pandemic preparedness and response package. This also entails the provision of the following to pilot schools that will be part of the eventual plan for safe reopening: a) handwashing facilities, b) personal hygiene, cleaning and disinfecting supplies, and c) Education, Information and Communication (EIC) Materials.

For future correspondence and queries on the above-mentioned subject, kindly contact Dr. Maria Corazon C. Dumlao, Chief of BLSS-SHD, through (+632) 8632 9935/0917 880 9655 and email at [maria.dumlao@deped.gov.ph](mailto:maria.dumlao@deped.gov.ph).

Thank you.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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30 March 2021

**HON. LEONOR MAGTOLIS-BRIONES**

Secretary  
Department of Education (DepEd)

**Subject: GIZ proposal to support DepEd's safe school reopening**

Dear Secretary Briones,

Warmest greetings from the GIZ Regional Fit for School Programme!

We would like to extend our biggest congratulations for leading DepEd to reach greater heights with the significant progress schools have made in the area of WASH in Schools (WinS) as presented in the latest WinS monitoring report, which is a clear example of outstanding governance. We laud the efforts of the entire DepEd system to advance the "OK sa DepEd" initiatives for the benefit of school children. We sincerely appreciate your unwavering support and guidance in the implementation of the WinS programme through the recently signed memorandum, which mandates the designation of WinS coordinators in DepEd regional and schools division offices. All these recent achievements clearly show your determination in creating a healthy school environment and ensuring the safe reopening of schools to Filipino learners.

We at GIZ are fully committed to support DepEd in your preparation for safe face-to-face learning. Through our partnership with the Hygiene and Behavior Change Coalition (HBCC), which is a joint initiative of the UK Government and Unilever, we would like to propose a collaboration with the Office of the Bureau of Learner Support Services – School Health Division in the development and distribution of a WinS-focused pandemic preparedness and response package to support modeling the safe reopening of schools. This package shall include digital training materials and school-based management support tools, such as posters and checklists. In addition, we can offer to support the development and testing of monitoring indicators. We also look forward to supporting pilot schools through the provision of handwashing facilities, personal hygiene and cleaning & disinfecting supplies, and accompanying IEC materials.

Should you and your good office find this proposal valuable, our lines of communication are always open to explore options to continue the fruitful cooperation. If you have any questions or need further information, feel free to contact me through [bella.monse@giz.de](mailto:bella.monse@giz.de).

We look forward to your positive response. Thank you very much for your kind attention.

Very truly yours,

**Bella Monse**

Senior Advisor  
GIZ, Fit for School Programme / HBCC

Cc: Undersecretary Alain Del Pascua, Administration, Department of Education  
Director Lope Santos III, Bureau of Learner Support Services, Department of Education

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