



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 15 2025

MEMORANDUM

**DIVISION OK SA DEPED PROGRAM MONITORING AND WASH IN SCHOOLS  
(WinS) PROGRAM IMPLEMENTATION VALIDATION FOR SY 2024-2025**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Pursuant to DepEd Order No. 28, s. 2018 entitled, "Policy and Guidelines on Oplan Kalusugan sa Department of Education," this Division aims to establish an effective OK sa DepEd Program through a sustainable holistic school health and nutrition flagship programs. Relative to this, the above-captioned activity will be conducted on **May 6, 2025 onwards**.
2. All public schools are required to submit their updated **WinS TWG and Monitoring Form**, attention to **Dr. May Anne L. Ayudtud, Dentist II/ Division WinS Focal Person** on or before **May 2, 2024**.
3. Attached are the timeline of activities, composition of the Division Field Validation Team, schedule, template for the composition of TWG, and monitoring forms.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosure: As Stated

References: DepEd Order No. 28, s. 2018

DepEd Order No. 10, s. 2016

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

SAFETY EDUCATION

SCHOOLS

PROGRAMS

MALA /Division OK sa DepEd Program Monitoring and WASH in Schools (WinS) Program Implementation Validation for SY  
2024-2025

166 /04142025

UN-2025-166



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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**TIMELINE OF ACTIVITIES**

Activity	Timeline
Orientation of All School Nurses and WinS Coordinators	April 24, 2025; 9:00 am 4 <sup>th</sup> Floor SDO Activity Area
Deadline of Submission of WinS Monitoring Form	April 30, 2025
Field Monitoring & Validation Period	May 6 – 30, 2025

**DIVISION VALIDATION TEAM**

SDO Personnel	Designation
Dr. May Anne L. Ayudtud	Dentist II/Division WinS Focal Person
Dr. Maricel R. Subida	Dentist II
Ms. Ma. Teresa S. Indap	Nurse II
Ms. Maripaz M. Lavin	Nurse II
Engr. Jerone M. Tagapan	Engr. III
Mr. Eduardo Kondo	PDO II



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**SCHEDULE OF MONITORING AND VALIDATION**

Date	School
April 29, 2025 (Tuesday)	Muntinlupa Science High School
May 6, 2025 (Tuesday)	AM: Victoria Homes Elementary School PM: Poblacion National High School
May 7, 2025 (Wednesday)	AM: Poblacion Elementary School PM: Itaas Elementary School
May 8, 2025 (Thursday)	Muntinlupa National High School-Main
May 9, 2025 (Friday)	AM: Muntinlupa Elementary School PM: Tunasan Elementary School
May 14, 2025 (Wednesday)	Tunasan National High School
May 15, 2025 (Thursday)	AM: Soldiers' Hills Elementary School PM: Lakeview Integrated School
May 16, 2025 (Friday)	AM: Bayanan Elementary School-Main PM: F. De Mesa Elementary School
May 19, 2025 (Monday)	PM: Putatan Elementary School
May 20, 2025 (Tuesday)	Alabang Elementary School
May 21, 2025 (Wednesday)	AM: Cupang Elementary School-Main PM: Bayanan Elementary School-Unit I
May 22, 2025 (Thursday)	AM: Cupang Senior High School PM: Sucat Senior High School
May 23, 2025 (Friday)	AM: Buli Elementary School PM: Muntinlupa Business High School-Main
May 27, 2025 (Tuesday)	AM: Sucat Elementary School-Main



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	PM: Muntinlupa Business High School- Sucat Annex
May 28, 2025 (Wednesday)	AM: Sucat Elementary School Annex Sitio Pagkakaisa Zone 3 and 4  PM: Filinvest Alabang Elementary School
May 29, 2025 (Thursday)	AM: Bagong Silang ES  PM: Cupang Elementary School- Annex
May 30, 2025 (Friday)	Pedro E. Diaz High School



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**COMPOSITION OF THE SCHOOL WinS TECHNICAL WORKING GROUP (TWG)**

<b>Designation</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Email Address</b>
Chairperson (School Head)				
Focal Person/Coordinator				
Student Representative				
School Education Facilities Coordinator				
Clinic-in-Charge/ Feeding Coordinator				
Canteen Manager				
Partners such as the Representatives from the Child Protection Committee; WASH Partners; LGU (e.g. Barangay- Committee on Health and Education)				

Source: DepEd Memorandum s. 194, s. 2018

**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.

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			

- Does the school provide drinking water? Check only one.
  - All the time
  - Yes, but supply is not regular
  - No drinking water in the school
- Is the drinking water provided by the school for free?  Yes  No
- Does the school coordinate with the LGU or water district to test the quality of water?  Yes  No
- How many times was the quality of water tested in the current calendar year? \_\_\_\_\_
- Did the test result show that water is safe for drinking?  Yes  No
- 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 \_\_\_\_\_
- 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 daily for 24 hours
  - Available daily but only in certain hours

8. How many toilet seats are available for children in the school?

*Do not include toilet seats for teachers.*

	MALE	FEMALE	SHARED/COMMUNAL	TOTAL
<b>Functional</b>				
<b>Not functional</b>				

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

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

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

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:** \_\_\_\_\_

**FUNCTIONAL SCHOOL HEALTH CLINIC MONITORING TOOL  
SY 2024 – 2025**

Criteria	Evident	Not Evident	Remarks
<b>I. Physical Structure and Facilities</b>			
a. Presence of the following:			
- Availability of Free Drinking Water			
- Handwashing and Toilet Facility			
- Breastfeeding Corner (RA No. 10028)			
- Waiting, Treatment and Observation Area			
- Medical/Dental Supplies and Equipment			
- Functional Height and Weight Measuring Tools			
- Updated Bulletin Board			
- Clinic Furnitures (office table, chairs, filing and medicine cabinet)			
- Segregated trash bins with cover			
- Properly-labelled medicines and supplies			
b. Positive and conducive to good health environment			
- Accessibility of school clinic (location)			
- Clean, well-lighted and well-ventilated			
<b>II. Medical, Dental &amp; Nursing Program Management</b>			
a. Health Appraisal			
b. Consultation, Treatment and Referral			
c. Health Promotions/Lectures			
d. School-Based Emergency Response			
<b>III. Record Keeping and Reporting</b>			
a. OK sa DepEd Accomplishment Forms, Individual Health and Daily Treatment Records			
b. School Health & Nutrition Portfolio <i>(accomplishment &amp; narrative reports)</i>			
c. Timely Submission of Reports in Standard Format			
d. Inventory of Clinic Equipment and Supplies			
e. Annual Health Records of Teaching & Non-Teaching Personnel			
<b>IV. Budget Utilization (Clinic Fund &amp; MOOE)</b>			
<b>V. Linkages with Donors and External Partners for the Delivery of Health Services</b> <i>(Partnerships with Tobacco Industries and Milk Companies are strictly prohibited, in accordance with DO 48, s. 2016 and EO 51, s. 1986, respectively.)</i>			
<b>VI. Health-Related School-Based Initiatives and Innovations</b>			

Monitored by:

Noted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
School Head

\_\_\_\_\_  
School Nurse