DepED
DEPARTMENT OF EDUCATION

WASH IN SCHOOLS
THREE STAR APPROACH



National Guidelines

WHAT YOU NEED TO KNOW



SECRETARY'S MESSAGE

I wish to congratulate everyone for the publication of the National Guidelines for the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program of the Department of Education (DepEd). The Department is pleased to present an overview of the WinS Program including the use of the Three Star Approach which is an integrated quality assurance, monitoring, and recognition system to support schools for a successful program implementation.

The development of the WinS Policy and Program recognizes that the core of DepEd's work is to enable our learners to reach their fullest potential by ensuring healthy and enabling learning environments. The WinS Program has put together a comprehensive package of doable practices, measures, and interventions for schools to improve towards the achievement of national standards. These standards are readily seen in the key WinS components, namely: availability of safe drinking water in school on a daily basis; adequate, clean, functional, and accessible school toilets; supervised daily group handwashing with soap and brushing of teeth with fluoride toothpaste among all schoolchildren; environmental sanitation in schools; semi-annual deworming of schoolchildren; safe practices in food handling and preparation; effective menstrual hygiene management in all schools; and health education for all students and personnel, augmented by capacity building for all DepEd program implementers.

The schools need to dedicate themselves to proper operation and maintenance to safeguard the investments and build on them to sustain the improvement of WASH conditions. The active participation of partners and stakeholders is vital to the success of the WinS Program. Likewise, the stakeholders need to align with the DepEd WinS Program mechanisms and closely work with the schools at all stages of implementation to transform challenges into desired outcomes.

With the support of all partners, DepEd is committed to expand and improve the implementation of the WinS Program towards the realization of our goal to deliver quality, accessible, relevant, and liberating basic education for all Filipino learners to have a better start in life, and thereby contribute to a better, brighter future for this nation.

Leonor Magtolis Briones
Secretary / Department Of Education



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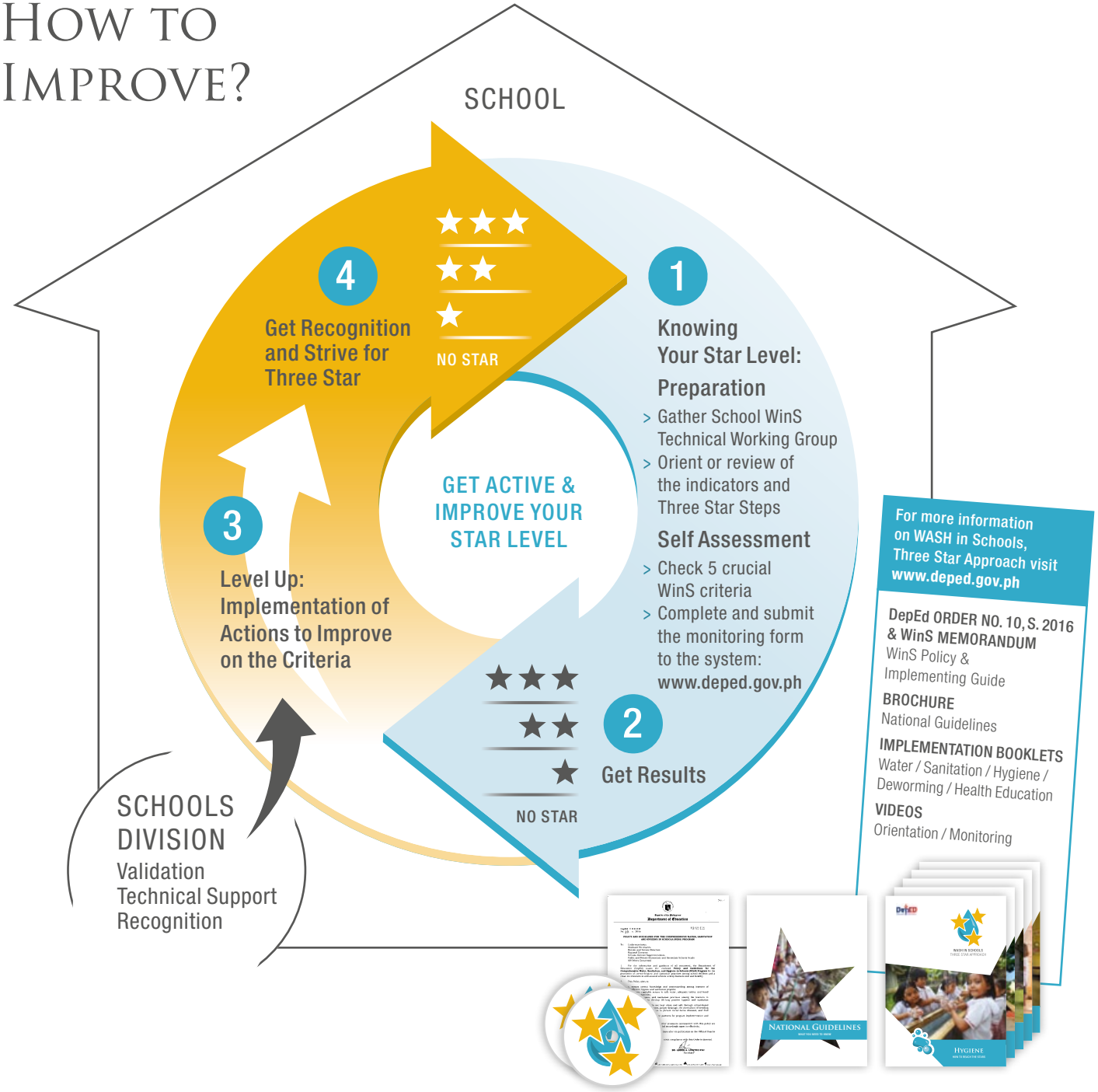
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How to Improve?



SCHOOL BASED MANAGEMENT FOR WATER, SANITATION AND HYGIENE IN SCHOOLS

Cognizant of DepED Order No. 10 "Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program", clean water, functional toilets and proper hygiene practice in schools are essential to achieving learning outcomes and are integral to school operations and improvement. Leveraging on Republic Act 9155, "Governance of Basic Education Act of 2001," the WinS Three Star Approach (TSA) applies School-Based Management as a pathway for schools and stakeholders to take local action towards improving and sustaining WASH services. The WinS TSA strengthens the capacity of schools to identify their own needs; effectively introduce solutions; manage and sustain WinS; enhance stakeholder involvement; and mobilize local resources.

The WinS TSA generates a report that is critical for strategic school improvement planning which enables the school to program the incremental improvement on WinS over a period of time and the judicious use of the MOOE and other resources. The School Improvement Plan (SIP) serves as a vehicle to impress priorities for WinS and harness the participation of stakeholders, particularly the local government units, in effective and strategic local actions. More concretely, it focuses the agenda of existing modalities for mobilizing stakeholder support, such as the Brigada Eskwela, Adopt-a-School Program and the Local School Board, on WinS.

The weaving of WinS TSA in SBM, therefore, promotes ownership, transparency, and accountability in ensuring healthy learning environments leading to the achievement of educational goals and objectives.

WHY REACH THE STARS?

Prevent hygiene related diseases!
Promote positive behaviour and life-skills!
Help the students to learn better and thrive!
Promote gender equality!
Affirm children's right to health and education!

Three Star Criteria

Hygiene

★	★★	★★★
HANDWASHING		
Daily SUPERVISED group handwashing with soap for all children is led by **teacher/s**.	Daily SUPERVISED group handwashing with soap for all children is led by a **mix of teachers and students**.	Daily SUPERVISED group handwashing with soap for all children is led by **student leaders**.
Regular supply of soap for handwashing.	Regular supply of soap for handwashing.	Regular supply of soap for handwashing.
At least **one** functional group handwashing facility with soap.	Pupil to group handwashing facility with soap ratio of **1:200 for one shift**.	Pupil to group facility with soap ratio of **1:100 for one shift**.
		There are **individual handwashing facilities with soap in strategic areas** in the school (e.g. near canteen/eating areas, play areas and toilets).
		The practice of individual handwashing with soap is done during critical times.
TOOTHBRUSHING		
Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by **teacher/s**.	Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by a **mix of teachers and students**.	Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by **student leaders**.
Regular supply of fluoride toothpaste for the tooth brushing activity.	Regular supply of fluoride toothpaste for the tooth brushing activity.	Regular supply of fluoride toothpaste for the tooth brushing activity.
ENABLERS		
Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP).	Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP).	Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP).
Soap, toothbrush and toothpaste are provided by the school through DepEd funds only (ie. MOOE).	Soap, toothbrush and toothpaste are provided by the school through **DepEd funds** complemented by **external partners**.	Soap, toothbrush and toothpaste are provided by the school through **DepEd funds** complemented by **external partners**.
MENSTRUATION HYGIENE MANAGEMENT		
Sanitary pads are accessible in the school.	Sanitary pads are accessible in the school.	Sanitary pads are accessible in the school.
	There is **information on proper disposal** of sanitary pads in the girls toilet.	There is **information on proper disposal** of sanitary pads in the girls toilet.
	DepEd approved IEC materials on menstrual hygiene management for **teachers** are available.	DepEd approved IEC materials on menstrual hygiene management for **teachers and students** are available.
		There is a rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR).

SANITATION

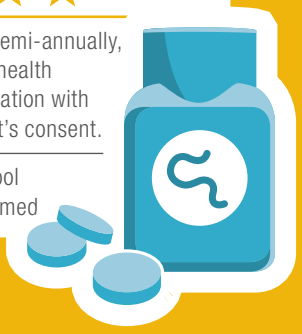
★	★★	★★★
TOILETS		
The overall pupil to toilet seat ratio is **101 students or higher** and there are at least two functional and clean toilets that are gender segregated.	The overall pupil to toilet seat ratio is **51–100 students** and there are **more than two** functional and clean toilets that are gender segregated as needed based on enrolment.	The functional pupil to toilet seat ratio **(by gender)** is **50 students or less**.
Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads.	Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads.	Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads
	There is a **handwashing facility with soap within or near the toilets**.	There is a **handwashing facility with soap within or near the toilets**.
	There is a facility for washing **IN at least one female toilet** for MHM.	There is a facility for washing **IN female toilets** for MHM.
	Detached Toilets are located **within view** of school building and people.	**Detached** Toilets are located **within view** of school building and people.
		There is a **toilet accessible to persons with limited mobility**.
Daily cleaning of toilets, and handwashing and other water facilities.	Daily cleaning of toilets, and handwashing and other water facilities.	Daily cleaning of toilets, and handwashing and other water facilities.
Funding for regular maintenance and repair of toilets, handwashing and other water facilities **comes from the regular school budget (i.e. MOOE) and/or other DepEd funds**.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities **comes from the regular school budget (i.e. MOOE) and/or other DepEd funds**.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities **comes from the regular school budget (i.e. MOOE) and/or other DepEd funds**.
WASTE MANAGEMENT		
No burning of waste.	No burning of waste.	No burning of waste.
Segregated trash bins with cover are **available in all classrooms**.	Segregated trash bins with cover are **available in all classrooms and toilets**.	Segregated trash bins with cover are **available in all classrooms, toilets, canteens, offices, clinics, play areas, gardens, hallways, and gyms**.
Waste segregation is **practiced**.	Waste segregation is **practiced**.	**Comprehensive** waste segregation **system is in place**, such as policy, facility and practice, and sanctions for non-compliance.
No garbage collection services BUT school has **compost facility** for biodegradable waste and safe disposal of non-bio-degradable waste such as properly fenced refuse pits (burying).	Garbage is collected at least **once a week** OR school has **compost facility** for bio-degradable waste and safe disposal of non-biodegradable waste such as properly fenced **refuse pits** (burying).	Garbage is collected at least **twice a week** OR a school has **compost facility** for bio-degradable waste and **materials recovery facility (MRF)** for recyclable waste.
Functional Septic tank is available for all toilets.	Functional Septic tank is available for all toilets.	Functional Septic tank is available for all toilets.
Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school.	Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school.	Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school.
		In case the school is in a flood prone area, a system (policy, practices, people, process, &structure) **is in place** to ensure that there is no stagnant water in the school.
FOOD SAFETY		
All food handlers are **oriented and practice food safety measures**.	All food handlers should have a **health certificate**.	All food handlers should have a **health certificate** and for schools with **canteen, an updated sanitary permit**.

WATER

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

DEWORMING

★	★★	★★★
Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent.	Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent	Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent.
50 – 74 % of school students were dewormed.	**75 – 84 %** of school students were dewormed.	At least **85 %** of school students were dewormed



HEALTH EDUCATION

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



DEPED ORDER & MEMORANDUM
DEPED ORDER NO. 10, S. 2016:
WINS POLICY & IMPLEMENTING GUIDE

Republic of the Philippines
Department of Education

DepEd ORDER
No. 10, s. 2016

19 FEB 2016

POLICY AND GUIDELINES FOR THE COMPREHENSIVE WATER, SANITATION AND HYGIENE IN SCHOOLS (WINS) PROGRAM

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

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed **Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program** for 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.

2. This Policy aims to:

   a. ensure correct knowledge and understanding among learners of effective hygiene and sanitation projects;
   b. improve equitable access to safe water, adequate toilets, and hand washing facilities;
   c. improve hygiene and sanitation practices among the learners to enable them to develop life-long positive hygiene and sanitation behaviors;
   d. ensure that schools are kept clean and safe through school-based solid waste management, proper drainage, the elimination of breeding grounds for mosquitoes to prevent vector-borne diseases, and food sanitation; and
   e. engage public and private partners for program implementation and sustainability.

3. All Orders, Memoranda, and other issuances inconsistent with this policy are deemed repealed, rescinded, or amended accordingly upon its effectivity.

4. This Order shall take effect 15 days after its publication in the Official Gazette or a newspaper of general circulation.

5. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
As stated

References:
DepEd Order: (Nos. 65 and 56, s. 2009; 8, s. 2007 and 60, s. 1994); and No. 12, s. 2012

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

HEALTH EDUCATION
LEARNERS
POLICY
PROGRAMS
SCHOOLS

(Enclosure to DepEd Order No. 10, s. 2016)

POLICY AND GUIDELINES FOR THE COMPREHENSIVE WATER, SANITATION AND HYGIENE IN SCHOOLS (WINS) PROGRAM

I. Rationale

Hygiene and sanitation are essential to good health. Adequate water supply and adequate toilet and proper handwashing facilities are required to achieve good hygiene and sanitation. The lack of access to these facilities poses risk to people's health. However, the mere presence of these facilities is not enough to achieve better hygiene and sanitation among the community members. Proper and correct practices in the use of these facilities must be practiced to maximize the benefits and achieve the impact to the well-being of the community.

Hygiene and sanitation challenges have caused many children in developing countries to fall ill and even die from infection with intestinal parasites, abdominal pain, and diarrhea. This situation also leads to anemia, stunted growth, and higher incidence of absenteeism which consequently impede a child's learning and ability to stay in school.

In the Philippines, some 24 million Filipinos lack improved sanitation even as the Department of Health (DOH) has made significant strides in this regard over the last two decades. Poor sanitation practices among the almost 20 million poorest Filipinos have been linked directly to poverty, thus bringing to the fore the vital role of government in breaking the cycle of poverty and ensuring access to improved drinking water and sanitation. The lack of access to safe and clean water and poor sanitation and hygiene practices among the nation's poorest families have led to an estimated 43.7 percent and 44.7 percent of pre-school age and school-age Filipino children, respectively, having soil-transmitted helminth infections.

To help address this challenge, the Department of Education (DepEd) has been conducting semi-annual deworming of kindergarten and elementary school children in all public schools nationwide under its Integrated Helminth Control Program (IHCP). In the last six years, it has combined deworming with daily tooth-brushing and proper handwashing under one program. Department Order (D.O.) No. 56, s. 2009 titled "Immediate Construction of Water and Hand Washing Facilities in All Schools for the Prevention of Influenza A (H1NI)" and D.O. No. 65, s. 2009 titled "Implementation of the Essential Health Care Program (EHCP) for the School Children" were issued in an effort to institutionalize good health and hygiene practices among students.

Under the EHCP, pupils have been taught simple, basic, and doable health interventions to promote cleanliness and prevent sickness. As of 2014, the program was able to cover 16 of the country's 17 regions in partnership with a number of government organizations (GOs) and non-government organizations (NGOs) that have continuously sponsored health kits/packages for more than three (3) million pupils nationwide. This meant coverage of 68 out of 220 Schools Divisions, with 9,366 EHCP-implementing schools out of a total of 38,689 public schools. In consonance with the EHCP, the Department has endeavored to bridge the gap in the pupil-to-bowl ratio in the country's public elementary and secondary schools which, as of 2015, was 1:36 in the elementary level and 1:53 in high school. The Department also partnered with stakeholders to vigorously promote correct handwashing practices among schoolchildren.

Best practices around the world have shown that improving access to and use of water and sanitation facilities within schools and enhancing hygiene and sanitation practices can effectively halt water and sanitation-related diseases. This will also help bring the Philippines closer to realizing its 2015 MDG commitment on the reduction of infectious diseases and improving sanitation coverage.

To expand the EHCP's reach and transform it into a more comprehensive program, the Department has crafted this holistic program for personal health care and environmental sanitation through a set of standards for proper and correct health practices in schools. It goes beyond handwashing, tooth brushing, and deworming – which are the key programs of the EHCP – to cover water, sanitation including food handling and preparation, hygiene including menstrual hygiene management, deworming, health education, and capacity building. In crafting this set of guidelines, thus, the Department, in partnership with agencies and stakeholders, hopes to address the gaps in the areas of hygiene and sanitation and keep more children healthy and in school.

II. Scope

This Policy and Guidelines shall apply to all private and public elementary and secondary schools nationwide including Learning Centers.

III. Statement of Policy and Objectives

This Policy is designed to achieve learning and health outcomes and improve school attendance of students through a comprehensive, sustainable, and scalable school-based water, hygiene, sanitation, and deworming program pursuant to the State's mandate, under the 1987 Constitution, to defend the right of children to assistance including proper care and nutrition and special protection from conditions prejudicial to their development as well as to protect and promote the people's right to health and instill health consciousness among them. This policy intends to achieve the following targets:

1. Water: All schools shall have an organized system to make adequate and safe drinking water as well as clean water for handwashing, toilet use, menstrual hygiene management, and cleaning purposes available to all students during school hours;
2. Sanitation: All schools shall have adequate, clean, functional, safe, and accessible toilet facilities that meet the pupil-to-bowl ratio as stipulated in the Philippine Sanitation Code; maintain cleanliness and safety in and the immediate vicinity of school premises through school-based solid waste management, proper drainage, and the elimination of all possible breeding grounds for mosquitoes to prevent vector-borne diseases; and ensure safety in food handling and preparation;
3. Hygiene: All students in school shall perform supervised daily group handwashing with soap and toothbrushing with fluoride, while a system and support mechanisms for effective menstrual hygiene management shall be ensured in all schools;
4. Health Education: All teachers, heads of schools, facilities coordinators, and health personnel shall be oriented on the DepED WinS program. Trained teachers can conduct Health Education in coordination with community leaders during Parent-Teacher Assosication (PTA) meetings. All pupils/students shall have a higher awareness of correct hygiene and sanitation practices and develop positive health behaviors;
5. Deworming: At least 85 percent of all students shall be dewormed semi-annually; and

6. Capacity Building: All DepED WinS program implementers shall undergo orientation on the program as needed.

IV. Procedures

A. Basic Requirements and Standards

To achieve the foregoing objectives, the following basic requirements must be in place and followed in all schools. School Heads and all school personnel in collaboration with partners must endeavor to meet and realize these basic requirements, indicated below.

Elements of WINS	Basic Requirements and Standards
Water	• Regular supply of safe drinking water in school; • Regular supply of clean water for handwashing, menstrual hygiene management, toilet flushing, and other cleaning purposes within the school setting. • Rainwater catchment systems shall be installed in schools to ensure water supply for proper hygiene and sanitation during emergencies, pursuant to Sections 902-904 of the National Building Code, and in areas that have no access to regular water supply; • Daily cleaning and regular maintenance activities as well as repair of water supply facilities in their respective schools, pursuant to the school-based management principle mandated in Republic Act No. 9155, the Governance of Basic Education Act of 2001; and • Regular monitoring of water quality in accordance with the latest National Standards for Drinking Water, to protect the water supply from all types of contamination within the school premises.
Sanitation	• Access to functional toilets with individual handwashing facilities for boys and girls in schools; • Adequate and proper septage and waste water disposal and/or treatment systems in school; • Daily cleaning and proper and regular operation and maintenance of toilet and individual handwashing facilities for sustainable use; • Proper segregation and disposal of biodegradable and non-biodegradable waste material is practiced by providing separate garbage bins for dry waste, wet waste, and hazardous/toxic waste, as well as proper solid waste disposal through the existing municipal or city solid waste management and disposal system or, in the absence of the same, through a compost pit within school premises. • Elimination of breeding grounds for mosquitos in and around the vicinity of schools to prevent vector-borne diseases; • Regular supply of soap and water in individual handwashing stations near toilets; • Correct and concise information on proper handwashing and use of toilet facilities, as well as pertinent posters for said purpose, posted prominently on strategic locations in toilet and handwashing areas; • Proper septage and waste water disposal are strictly followed; • The prohibition on the burning of garbage shall be strictly implemented in compliance with Republic Act No. 9003, the Ecological Solid Waste Management Act of 2000; • Food preparation and handling in all schools meet the standards of the Food Safety Manual; • School personnel in charge of food handling and preparations are properly trained and certified based on the standards of the Code on Sanitation of the Philippines;

	• All school canteens must secure a Sanitary Permit from the Local Health Office; • Handwashing facilities shall be made available within the premises of school canteens; • Safe water shall be supplied in school canteens; • School personnel tasked with food handling and preparation shall strictly observe the seven (7) key concepts of cleanliness with regard to food handling and preparation, namely: (a) Be clean; (b) Observe personnel health and personal hygiene; (c) Buy good quality foods; (d) Store foods properly; (e) Cook food thoroughly at safe temperatures; (f) Use safe water; and (g) Observe proper servicing of food. • School personnel tasked with food preparation shall practice proper handwashing at all times to avoid contaminating food with bacteria, viruses, parasites, or any contaminants that can cause illness among high-risk or vulnerable children; • Proper solid waste management shall be practiced in school kitchens and canteens; and • Food handlers shall have an updated health certificate issued by the local health authority as required by the Sanitation Code of the Philippines.
Hygiene	• Program on supervised group daily handwashing with soap and daily tooth brushing with fluoride toothpaste; • Student practicing individual handwashing during critical times; • Provision of adequate group handwashing and tooth brushing facilities including regular maintenance in coordination with partners; • Adequate supply of toothpaste, toothbrushes, and soap available to all students – specifically in strategic areas like toilets, hand washing facilities, and eating areas; • Constant reminders that students know and practice handwashing especially at critical times such as after using the toilet and before eating or handling food; • Access to water for group activities shall be ensured; • Mechanisms for effective menstrual hygiene management in school are in place and functional; • Availability of sanitary pads in school facilities such as school canteens, clinics, or guidance counsellor's office as well as covered garbage bins for proper disposal is ensured in coordination with partners; • Information on the proper disposal of sanitary pads and the cleaning of reusable pads is available to girl students; • Toilets are secured and private with proper door locks and partitions for optimal privacy and located within safe distance and view of school buildings and people traffic; • Toilets have adequate space for girls to manage menstruation, including space to rest and recover from menstrual pain; • School rules and regulations to maintain and monitor the privacy and security of facilities used for menstrual hygiene management are formulated and strictly followed; and • Information advocacy materials on reproductive health and hygiene education for boys and girls that integrate essential menstruation-related components shall be provided to teachers.
Health Education	• Build the capacity of school personnel and other stakeholders for effective management of WinS; • Access of students to correct knowledge and understanding of the importance of proper hygiene and sanitation practices is ensured; • Key concepts of the WinS program are integrated into the K to 12 curriculum; and

	• Information/education materials on the WinS program are provided to program implementers, teachers, and students.
Deworming	• Deworm all students semi-annually subject to DOH recommendations based on the results of the current prevalence index survey; • Parental or guardian's consent for semi-annual deworming is obtained during enrolment or the first few days of school prior to the first deworming sessions; • Mass deworming is done by health personnel or by teachers in the presence of a health personnel; • Deworming is done on a full stomach to help reduce adverse events; • Any adverse events shall be handled based on the Guidelines on Deworming, Drug Administration, and Management of Adverse Events Following Deworming in compliance with DOH directive; and • Coordination with other partners shall be encouraged in the implementation of the program.

The school head plays a crucial role in ensuring that the basic requirements and standards of this policy are met. Every requirement and standard in each WinS element must be satisfied either through policy and procedures or the provision of required items.

B. Roles and Responsibilities

The DepEd and its key stakeholders are pivotal to the effective implementation of this Policy. As such, the following shall be the roles and responsibilities of the different DepEd Offices as well as DepEd partners:

The Central Office, through the School Health Division of the Bureau of Learner Support Services (BLSS-SHD), shall:

1. Develop strategies and action plans including the setting up of a WinS Technical Working Group (TWG), issue related policies, and take charge of the overall execution of the WinS Program;
2. Allocate funds and prepare logistical plans for the WinS Program;
3. Undertake capacity development of and technical assistance to program implementers in all schools;
4. Undertake program oversight as well as monitoring and evaluation, analyze data from the field, and issue recommendations for improving program implementation;
5. Network and coordinate with partner agencies, organizations, and local government units (LGUs) for program advocacy, mobilization for public awareness campaigns, treatment referral, legislation, monitoring, and overall policy compliance;
6. Coordinate with the Physical Facilities and Schools Engineering Division (PFSED) in the determination of the following:
   a. Standards and specifications for WinS facilities;
   b. proper septage and waste water disposal ;
   c. correct specifications for the handwashing facilities as well as build common handwashing facilities inside the classroom for individual use and/or outside the classroom for daily group activity; and

d. adequacy of toilet and handwashing facilities for boys and girls to achieve pupil-to-toilet ratio of 50:1 for boys and girls;

7. Establish a set of standards for incentives and awards to recognize outstanding program implementers;
8. Coordinate with the Bureau of Curriculum Development (BCD) for the inclusion of the following into the K to 12 curriculum:
   a. benefits of proper handwashing for food safety;
   b. key concepts on menstrual hygiene management that are age-appropriate, culture- and gender-sensitive, and interactive; and
9. Close coordination with the Department of Health (DOH) to ensure regular supply of deworming medicines to DepEd regional offices or schools division offices;

Regional Offices shall:

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 Implementor;
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 shall:

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.

Schools shall:

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 Parent-Teacher Associations (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.

DepEd Partners for WinS shall:

1. Provide technical assistance to WinS implementing schools;
2. Extend support for WinS implementation in identified DepEd areas;
3. Strengthen monitoring and evaluation (M&E) systems for the WinS Program; and
4. Document and share best practices, approaches, strategies, funding and knowledge sources to support the WinS program.

C. Partnerships and Linkages

The involvement of partners and key stakeholders in the implementation of this program has significantly contributed to the strides the Department has made in this area.

Nevertheless, school authorities shall strictly observe the prohibition on accepting donations or sponsorships from or having any financial or material involvement with tobacco companies in advancing the WinS program. Violation of this prohibition is punishable under existing law and DepEd Order No. 6, s. 2012.

Likewise, school authorities shall strictly observe prohibitions stipulated in Executive Order No. 51 or the Milk Code of the Philippines, particularly those on the acceptance of funding, sponsorships, logistical, training, financial or material incentives, or gifts of any sort from companies that manufacture or market infant formula and other breastmilk substitutes.

V. Funding

Funding for the effective and sustainable implementation of the WinS Program shall be sourced from the budget for school maintenance and other operating expenses (MOOE), in accordance with the school-based management system mandated in Republic Act No. 9155. Specifically, the MOOE budget shall finance the proper maintenance and repair of school handwashing, toilet, water supply, waste disposal facilities, and the provision of a regular supply of drinking water as well as clean running water for hygiene and sanitation purposes.

VI. Monitoring and Evaluation

The Schools Division Office, through the School Management Monitoring and Evaluation Section (SMMES), shall periodically monitor overall implementation of this policy and guidelines to determine its efficiency and effectiveness as well as problem areas. Civil Society Organizations that are actively involved in the monitoring of school-level programs and projects may also provide assistance in this task and provide feedback to DepEd.

Periodic reports, once every six months, on the status of the program to be submitted by all school heads to the Schools Division Offices (SDOs) shall form part of the M&E effort. The SDO shall consolidate these reports and submit the same to the Regional Office which, in turn, shall consolidate all reports from the SDOs and submit a unified report to the Central Office through the Bureau of Learner Support Services, School Health Division (BLSS-SHD).

Targets and performance indicators shall be clearly defined based on the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) in which the WinS program shall be included. Capacity building on how to run an effective monitoring and evaluation (M&E) of the WinS program shall also be undertaken.

VII. References

A. DECS Order No. 60, s. 1994, "Cleanliness and Maintenance of Schools and DECS Offices Toilets;"
B. DepEd Order No. 8, s. 2007, "Revised Operating Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools;"
C. DepEd Order No. 56, s. 2009, "Immediate Construction of Water and Hand Washing Facilities in All Schools for the Prevention of Influenza A (H1NI);" and
D. DepEd Order No. 65, s. 2009, "Implementation of the Essential Health Care Program (EHCP) for the School Children."

VIII. Separability Clause

If for any reason, any portion or provision of this Order is declared unconstitutional, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

IX. Effectivity

These guidelines shall take effect fifteen (15) days after its publication in the Official Gazette or a newspaper of general circulation. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

NASH Reviewer

About this copy

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