



November 29, 2019

DIVISION MEMORANDUM

No. 436 s. 2019

PROGRAM IMPLEMENTATION REVIEW FOR SCHOOL-BASED MANAGEMENT (SBM) AND WATER, SANITATION AND HYGIENE (WaSH) IN SCHOOLS (WinS)

To: **Chief Education Supervisors
 Education Program Supervisors
 Senior/Education Program Specialists
 Public Schools District Supervisors
 Heads, Public Elementary, Secondary and Integrated Schools
 All Others Concerned**

1. The Department of Education-Division of Aklan, through the School Governance and Operations Division will conduct the Program Implementation Review for School-Based Management (SBM) and Water, Sanitation and Hygiene on (WaSH) in Schools (WinS) on December 6, 2019 at the ASJ Hall, DepEd-Division Office, Kalibo, Aklan.
2. This activity aims to assess the implementation of SBM and WinS programs and projects and craft/adjust SBM-WinS Workplan/Implementation Plan.
3. Participants to this activity are 19 District SBM Coordinators (1 per district), and 11 division support staff.
4. Each participant must bring presentation of SBM and WinS District Accomplishment Report (Enclosure 1), SBM and WinS Work Plan (Enclosure 2), SBM and WinS Program Implementation Review (Enclosure 3), SBM-WinS Implementation Plan (Enclosure 4), District 3-Star summary per indicator (Enclosure 5), Data harvested from the WinS OMS (such as OMS Database, 3-Star Rating of Schools, and Schools with Improvement in WinS Star Rating), a laptop, pocket WIFI and an extension cord.
5. ***"It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity."***
6. Expenses relative to the conduct of this activity shall be charged against the Division INSET funds while travel expenses of the participants shall be charged against local/ school MOOE funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

PATROCENIA Y. MAMBURAM
 Administrative Officer V
 In-Charge of the Division

Enclosures : as stated
 Reference : RM No. 236, s. 2019
 To be indicated in the Perpetual Index
 under the following subjects:

POLICY

PROGRAM

SCHOOLS

JRP



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN



Archbishop Gabriel M. Reyes Street, Kalibo, Aklan

PROGRAM IMPLEMENTATION REVIEW FOR SCHOOL-BASED MANAGEMENT (SBM) AND WATER, SANITATION AND HYGIENE (WaSH) IN SCHOOLS (Wins)

December 6, 2019

ASJ Hall, DepEd-Division Office, Kalibo, Aklan

MATRIX

Time	Activities
7:30-8:00 A.M.	Arrival and Registration
8:00 – 9:00 A.M.	Opening Program
9:00-11:30 A.M.	Session 1 Presentation of District SBM and WinS Program Implementation Review and Accomplishments
11:30-12:00 N.N.	Session 2 Division SBM and Wins Program Implementation and Target Setting
12:00-1:00 P.M.	Lunch Break
1:00-3:00 P.M.	Session 3 SBM-WinS Planning Workshop
3:00-4:00 P.M.	Presentation and Submission of Output
4:00-5:00 P.M.	Closing Program



Department of Education
 Region VI-Western Visayas
DIVISION OF AKLAN
 Archbishop G.M. Reyes Street, Kalibo, Aklan



SBM and WinS ACCOMPLISHMENT REPORT
 As of _____

District: _____

Date: _____

Planned Activities	Actual Accomplishment	Remarks (Bottlenecks/Way Forwards)
SBM Level of Practice Assessment (2018)	Accomplished/Not Accomplished	
SIP related Trainings Attended by the District in the Division/Region	List all the trainings attended Per Training, pls provide the following: Title of the SIP related Training Who are the participants When Where Total Trainings:	
SIP related Trainings conducted by the District	List all the trainings conducted Per Training, pls provide the following: Title of the SIP related Training Who are the participants When Where Total Trainings:	
e-SRC Training-Workshop Attended and conducted	List all the trainings conducted Per Training, pls provide the following: Title of the SIP related Training	

	<p>Who are the participants When Where</p> <p>Total Trainings:</p>	
Celebration of Global Handwashing	<p>Elementary ____ out of _____ ES or ____ % celebrated GHD</p> <p>Secondary ____ out of _____ SS or ____ % celebrated GHD</p> <p>List down the unique activities and best practices</p>	
District/Division/Regional Validated 3 Star Schools	<p>Elementary ____ out of _____ ES or ____ % are District/Division/Regional Validated 3 Star Schools</p> <p>Secondary ____ out of _____ SS or ____ % are District/Division/Regional Validated 3 Star Schools</p>	
District/Division SBM-WinS Learning Exchange (attended/conducted)	<p>Date: No. of Pax</p>	
SBM Coordination Meetings	<p>Date:</p>	
Other District Initiative Activities (pls specify)		

SBM Level of Practice (SY 2018-2019)

Level	Total Number of Schools	Level 1		Level 2		Level 3	
		No. of Sch.	%	No. of Sch.	%	No. of Sch.	%
Elementary							
Secondary							

(*Complete ES and SS) Note: Primary Schools, New Schools, newly established Elementary, Secondary, and Integrated Schools

Facilitating Factors	Hindering Factors	Comments/Recommendations

Approved School Improvement Plan

Status of Encoding	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary			
__ out of __ or __% of ES have approved SIP			
Secondary			
__ out of __ or __% of SS have approved SIP			

SIP Style-guide Users

Status of Encoding	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary			
__ out of __ or __% of ES are SIP Style-guide users			
Secondary			
__ out of __ or __% of SS are SIP Style-guide users			

Electronic School Report Card (e-SRC) Users

Status of Encoding	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary			
__ out of __ or __% of ES are e-SRC users			
Secondary			
__ out of __ or __% of SS are e-SRC users			

Three Star Approach Tool and Online Monitoring System (OMS)

Status of Encoding	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary			
__ out of __ or __% of ES encoded			
Secondary			
__ out of __ or __% of SS encoded			

WinS Star Rating (SY 2018-2019)

Level	Total Number of Schools	0 Star		1 Star		2 Stars		3 Stars	
		No. of Sch.	%	No. of Sch.	%	No. of Sch.	%	No. of Sch.	%
Elementary									
Secondary									

Facilitating Factors	Hindering Factors	Comments/Recommendations

Group Handwashing facilities

Level	Schools With Group Handwashing Facilities	Schools Without Group Handwashing Facilities	Facilitating Factors	Hindering Factors	Comments/ Recommendations
Elementary	Functional Non Functional				
Secondary	Functional Non Functional				

(___ Elementary Schools and ___ Secondary Schools)

Source: Data from the database

Water Supply for Handwashing and Cleaning

Level	Schools With Water Supply	Schools Without Water Supply	Facilitating Factors	Hindering Factors	Comments/ Recommendations
Elementary	No. of ES with water Supply Water Source (No. of ES): *Piped water from local service provider *Water Well *Natural Souce *Rain Water Catchment *Others (pls. Specify)				
Secondary	No. of ES with water Supply Water Source (No. of ES): *Piped water from local service provider *Water Well *Natural Souce				

	*Rain Water Catchment *Others (pls. Specify)				
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(___ Elementary Schools and ___ Secondary Schools)

Source: Data from the database

Available Safe Drinking Water

Level	Schools With Safe Drinking Water	Schools Without Safe Drinking Water	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary					
Secondary					

(___ Elementary Schools and ___ Secondary Schools)

Source: Data from the database

Water Testing

Level	Schools conducted water testing	Schools without water testing	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary	No. of ES conducted water testing	No. of ES without water testing			
Secondary	No. of SS conducted water testing	No. of SS without water testing			

(___ Elementary Schools and ___ Secondary Schools)

Source: Data from the database

Mechanism to ensure safe drinking water

Level	Mechanism	Facilitating Factors	Hindering Factors	Comments/Recommendations
Elementary	No. of ES _____ Learners bring their own drinking water _____ Safe water in refillable containers are provided _____ Water from an accessible water source is treated (i.e, boiled, etc) Others _____			
Secondary	No. of SS _____ Learners bring their own drinking water _____ Safe water in refillable containers are provided _____ Water from an accessible water source is treated (i.e, boiled, etc) Others _____			

Group Hand washing/Tooth brushing Activity/ies

Level	Title & Short Description	Findings / Problems Encountered	Comments/Recommendations
Elementary			
Secondary			

Toilet to Learner Ratio (Gender Segregated)

Level	Boys	Girls	PWDs	Others	Comments/Recommendations
Elementary					
Secondary					

(___ Elementary Schools and ___ Secondary Schools)

Source: Gender Segregated for Boys and Girls data from the summary of stars per Indicator

PWD data from database

SBM-WinS Partners

List of Partners	Support Given to District/Schools	Comments/Recommendations

Prepared by:

APPROVED:



Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
DIVISION OF AKLAN
 Kalibo, Aklan



SBM and Wins Work Plan

S.Y. 2019-2020

KEY RESULT AREAS	OBJECTIVES	PERFORMANCE INDICATOR	ACTIVITIES	Expected Output	TIME FRAME				ORGANIZATIONAL SUPPORT REQUIRED		
					Q1	Q2	Q3	Q4	Financial	Administrative	
Staff Development											
Curriculum Management											
Monitoring and Evaluation											
Technical Assistance											

Prepared by: _____

Approved: _____



Department of Education
 Region VI-Western Visayas
DIVISION OF AKLAN



Archbishop G.M. Reyes Street, Kalibo, Aklan

SBM-WinS Program Implementation Review

District: _____

	Activity	Status	Recipients/number trained (pax)	Findings	Recommendations
1.	Division SBM-WinS Learning Exchange				
2.	SIP Styleguide				
3.	SIP QA Tool				
4.	e-SRC				
5.	3-Star Schools Validation District ES SS Division ES SS Region ES SS				
6.	Improved Schools in WinS Star Rating ES SS				

District Initiatives

Activity	Short Description	Recipients/Number of participants	Status	Findings	Recommendations

Group Hand washing/Tooth brushing Activity/ies

Level	Title & Short Description	Findings / Problems Encountered	Comments/Recommendations
Elementary			
Secondary			

Toilet to Learner Ratio (Gender Segregated)

Level	Boys	Girls	PWDs	Others	Comments/Recommendations
Elementary					
Secondary					

(_____ Elementary Schools and _____ Secondary Schools)

Source: Gender Segregated for Boys and Girls data from the summary of stars per Indicator
 PWD data from database

Implementation Plan

Target/Objectives	Activity	Time Frame	Persons Involved (school/SDO)	Resources Needed	Technical Assistance Needed	TA Provider

Prepared by:

APPROVED:

Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes Street, Kalibo, Aklan



SBM Wins Implementation Plan

S.Y. 2019-2020

Target/Objectives	Activity	Time Frame	Persons Involved (School/SDO)	Resources Needed	Technical Assistance Needed	TA Provider

Prepared by: _____

Approved: _____



Department of Education
 Region VI-Western Visayas
 DIVISION OF AKLAN
 Archbishop G.M. Reyes Street, Kalibo, Aklan



WinS SUMMARY OF STARS PER INDICATOR
 SY 2018-2019

Schools Division:
 District:
 Date Generated:

Area	Indicators	Level	0 star	1 star	2 stars	3 stars	0 star %	1 star %	2 stars %	3 stars %
WATER	Safe Drinking water	ES								
		SS								
	Water Testing	ES								
		SS								
	Water for Cleaning	ES								
		SS								
SANITATION	Gender Segregated Toilet	ES								
		SS								
	Functionality of Toilets	ES								
		SS								
	Cleaning of Facilities	ES								
		SS								
	Funding for Repairs	ES								
		SS								
	Solid Waste Management	ES								
		SS								
	Liquid Waste Management	ES								
		SS								
Food Safety	ES									
	SS									
HYGIENE	Handwashing	ES								
		SS								
	Toothbrushing	ES								
		SS								
	Funding for Hygiene	ES								
		SS								
Menstrual Hygiene Management	ES									
	SS									
DEWORMING	Deworming	ES								
		SS								
HEALTH EDUCATION	IEC Materials	ES								
		SS								
	WinS Advocacy	ES								
		SS								

Note: Please ask the assistance of your District ICT

Prepared by:

APPROVED: