



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN  
Poblacion, Numancia, Aklan

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November 6, 2020

**DIVISION MEMORANDUM**

No. 256, s. 2020

**VALIDATION OF WinS THREE-STAR SCHOOLS' PORTFOLIO**

To: **Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Senior/Education Program Specialists**  
**District SBM-WinS Coordinators**  
**Heads of Public and Private Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. This office will conduct the Validation of WinS Three-Star Schools S.Y. 2019-2020 through portfolio assessment.
2. This activity aims to validate the level of implementation of the identified three-star schools for recognition and further provision of technical assistance (TA).
3. The three-star schools should prepare their portfolios which should include the following:
  - a. School Profile
    - School Performance Indicators
    - Result of DepEd WaSH in Schools Online Monitoring System
      - \*DepEd WaSH in Schools Monitoring System Form
      - \*WinS 3-Star Matrix for Schools
      - \*DepEd WinS 3-Star Report for Schools
  - b. Mode of Verifications (MOVs) on WinS Areas
    - Water
    - Sanitation
    - Hygiene
    - Health Education
    - Deworming
    - Capacity Building


Reference/Guide: Enclosure No. 3 – Translation of the Standards in a Three-Star Rubrics



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4. All three-stars schools are advised to submit their portfolio **on or before November 20, 2020** at SGOD Office, c/o SEPS June R. Patricio, Division SBM Coordinator.
5. All contents of the portfolio must reflect the actual situation of the school. The School Heads of the three-star schools are advised to prepare the school anytime for any field monitoring, validation or TA provision.
6. Attached are the following Enclosures:
  - a. Enclosure No. 1 – Schedule of WinS Three-Star Schools' Portfolio Validation and Division WinS Validating Team
  - b. Enclosure No. 2 – List of Three-Star Schools for SY 2019-2020
  - c. Enclosure No. 3 – Translation of the Standards in a Three-Star Rubrics
7. Expenses incurred relative to this activity shall be chargeable against school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
8. Immediate dissemination and compliance with this Memorandum is strongly desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
 Schools Division Superintendent

Enclosure: as stated  
 Reference: WFP 2020

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

**POLICY                      PROGRAM                      SBM                      SCHOOLS                      WinS**

JRP/ ljrđ



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## **SCHEDULE OF WINS THREE STAR SCHOOLS' PORTFOLIO VALIDATION**

Date	Activities
November 20, 2020 (on or before)	Submission of Three-Star Schools' Portfolio
November 23-25, 2020	Validation of Three-Star Schools' Portfolio by the Division WinS Validating Team

### **DIVISION WinS VALIDATING TEAM**

Name	Position
JOHANN C. CAWALING	Education Program Supervisor, SGOD
JUNE R. PATRICIO	Senior Education Program Specialist
FLORADEL P. JAMERO	Information Technology Officer I
RAFFY F. PALLER PhD	Senior Education Program Specialist
MILGIE C. VILLAREAL	Planning Officer III
CHARLIE I. URETA	Project Development Officer II
SHEENA RICKA Y. MAMBURAM	Project Development Officer I
JESMAR P. BONIFACIO	Nurse II
JESHELIE MARZONA	Nurse II
SARAH KHADIJA PIOQUINTO	Nurse II



**LIST OF THREE-STAR SCHOOLS FOR S.Y. 2019-2020**

**Elementary**

School District	School ID	School Name
Altavas	114628	Catmon IS(Catmon ES)
Altavas	114635	Linayasan ES
Altavas	114636	Lumaynay ES
Banga	114668	Aguinaldo T. Pepiedad, Sr. IS
Buruanga	114702	Bel-is ES
Buruanga	114703	Buruanga ES
Buruanga	114704	Cabugao PS
Buruanga	114708	Katipunan ES
Buruanga	114709	Santander ES
Buruanga	114711	Tag-osip PS
Buruanga	114712	Tigum ES
Ibajay I	114720	Laguinbanwa ES
Ibajay I	114725	Sta. Cruz ES
Ibajay I	114726	Tagbaya ES
Ibajay I	114727	Tul-ang PS
Ibajay II	114737	Naile ES
Ibajay II	114738	Naisud ES
Ibajay II	114740	Regador ES
Ibajay II	114745	Unat Bagacay ES
Kalibo I	114750	Kalibo Pilot ES
Kalibo II	114754	Bakhaw Norte ES
Kalibo II	114757	Kalibo Integrated Special Educatioun Center
Kalibo II	114758	Linabuan Norte ES
Lezo	114765	Ibao ES
Libacao	114786	Libacao ES
Makato	114834	Calangcang ES
Makato	114835	Calimbahan-Tina ES
Makato	114840	Libang ES
Makato	178003	Quirico T. Tabanera ES
Makato	114844	Tugas-Dumga ES
Malay	114845	Argao PS
Malay	114846	Balabag ES
Malay	114847	Caticlan ES
Malay	114851	Manocmanoc ES
Malay	114856	Yapak ES
Nabas	114896	Union ES
New Washington	114903	Jalas ES
New Washington	114907	New Washington ES
New Washington	114909	Pinamuk-an ES
Numancia	114914	Aliputos ES
Numancia	114917	Bulwang ES
Numancia	114918	Camanci Norte ES
Numancia	114921	Laguinbanua ES



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## LIST OF THREE-STAR SCHOOLS FOR S.Y. 2019-2020

### Secondary

School ID	School Name
310804	Aguinaldo T. Repiedad, Sr. IS
310617	Alfonso XII NHS
302305	Anselmo B. Legaspi NHS
310611	Boracay NHS - Manocmanoc Ext.
302318	Buruanga National High School
302297	Buruanga Vocational School
302298	Calimbajan-Tina NHS
302306	Daja Sur NHS
302287	Justice Morales-Young NHS
310615	Kalibo Integrated Special Education Center
302310	Libacao Nat'L. Forestry VHS
302315	Madalag NHS
302317	Malay NHS
302319	Malinao Sch. For Phil. Craftsmen
302322	Naisud NHS
302329	Ondoy NHS
310624	Pinamuk-an Integrated School
302332	Regional Science HS for Region VI
302338	Torralba NHS

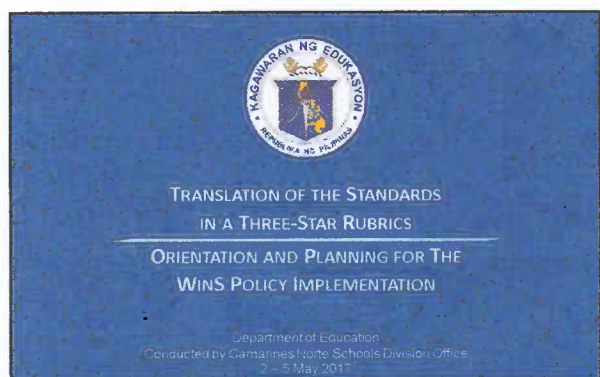


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1

DepEd Order No. 10, s. 2016 – Policy and Guidelines for the Comprehensive WinS Program stipulated that the Office through the School Health Division of the Bureau of Learner Support Services (BLSS) shall take the necessary strategies and actions for the overall execution of the WinS program. Alongside this responsibility is establishing a set of standards for incentives and awards to recognize outstanding program implementers

*It is in this context that the following indicators are enumerated to translate in working terms the Basic Requirements and Standards and to guide the field in the implementation of the WinS Policy.*

2

- WINS: AREAS**
- **Water**
  - **Sanitation**
  - **Hygiene**
  - **Health Education**
  - **Deworming**
  - **Capacity Building**

3



4

**WATER**

**Objective**

- 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

5

- WATER**
- Indicators**
1. Safe Drinking Water
  2. Water Testing
  3. Water for Cleaning
- 

6

1-Star	2-Star	3-Star
W.S1-1. Safe drinking water is not provided by the school. <b>Children are required to bring their own</b> drinking water	W.S2-1. Safe drinking water is provided by the school <b>but supply is not regular.</b>	W.S3-1. Safe drinking water is provided <b>for free for all children</b> in the school <b>at all times</b>
W.S1-2. The school <b>coordinates</b> with the relevant agency/office to test the quality of water.	W.S2-2. The quality of water is tested <b>once every calendar year</b> in coordination with the relevant agency/office.	W.S3-2. The quality of water is tested <b>more than once every calendar year</b> in coordination with the relevant agency/office.
W.S1-3. Regardless of source, water for cleaning is available <b>only for certain</b> days of the week	W.S2-3. Regardless of source, water for cleaning is available on a <b>daily basis but only on certain hours of the day.</b>	W.S3-3. Regardless of source, water for cleaning is available on a <b>daily basis in all school hours</b>

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**MOVS**

- Result of Water Testing
- Pictures of Availability of Water in all classroom with label "Safe Drinking Water"
- Sources of water like deepwell, raincatcher, etc

8

**WinS Area**      **SANITATION**

9

**SANITATION**

**Objective**

- All schools shall have adequate, clean, functional, safe, and accessible **toilet facilities** that meet the pupil-to-bowl ratio as stipulated in the . . . ; maintain **cleanliness and safety** in 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**

10

**SANITATION**

**Indicators**

1. Gender Segregated Toilets	9. No Burning of Waste
2. Security of Toilets	10. Segregated Trash Bins
3. Wash Facility for Toilets	11. Waste Segregation
4. Wash Facility for MHM	12. Garbage Collection
5. Safety of Detached Toilets	13. Septic Tank
6. Toilets for Disabled	14. Drainage
7. Daily Cleaning of Toilets	15. System for Flood
8. Funding for Repairs	16. Food Handlers

11

1-Star	2-Star	3-Star
S.S1-1. The overall pupil to toilet seat ratio is <b>101 or higher</b> and there are <b>at least two</b> functional and clean toilets that are gender segregated	S.S2-1. The overall pupil to toilet seat ratio is <b>51-100</b> students and there are <b>more than two</b> functional and clean toilets that are gender segregated as needed based on enrolment	S.S3-1. The functional pupil to toilet seat ratio ( <b>by gender</b> ) is <b>50 or less</b>
S.S1-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.S2-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.S3-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads
S.S2-3. There is a <b>handwashing facility with soap within or near the toilets</b>	S.S2-3. There is a <b>handwashing facility with soap within or near the toilets</b>	S.S3-3. There is a <b>handwashing facility with soap within or near the toilets</b>
S.S2-4. There is a facility for washing <b>IN at least one</b> female toilet for MHM	S.S2-4. There is a facility for washing <b>IN at least one</b> female toilet for MHM	S.S3-4. There is a facility for washing <b>IN female toilets</b> for MHM
S.S2-5. <b>Detached</b> Toilets are located <b>within view</b> of school building and people	S.S2-5. <b>Detached</b> Toilets are located <b>within view</b> of school building and people	S.S3-5. <b>Detached</b> Toilets are located <b>within view</b> of school building and people

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**MOVs**

- Segregated Toilet
- Safety of the Toilets (Locks, Lighting, curtain, etc.)
- Lavatory inside or outside the toilet with soap for MHM
- Wrapping materials for used napkins

13

**SANITATION**

1-Star	2-Star	3-Star
S.S1-7. Daily cleaning of toilets, and handwashing and other water facilities	S.S2-7. Daily cleaning of toilets, and handwashing and other water facilities	S.S3-7. Daily cleaning of toilets, and handwashing and other water facilities
S.S1-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u>	S.S2-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u>	S.S3-8. Funding for regular maintenance and repair of toilets, handwashing and other water facilities <u>comes from the regular school budget (i.e. MOOE) and/or other DepEd funds</u>

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**MOVs**

- Schedule of Cleaners posted in the classroom and detached toilets
- AIP for funding of repair and maintenance of the toilets, handwashing and other wash facilities.

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**SANITATION**

1-Star	2-Star	3-Star
S.S1-9. No burning of waste	S.S2-9. No burning of waste	S.S3-9. No burning of waste
S.S1-10. Segregated trash bins with cover are <u>available in all classrooms</u>	S.S2-10. Segregated trash bins with cover are <u>available in all classrooms and toilets</u>	S.S3-10. Segregated trash bins with cover are <u>available in all classrooms, toilets, canteens, offices, clinics, play areas, gardens, hallways, and gyms</u>
S.S1-11. Waste segregation is practiced	S.S2-11. Waste segregation is practiced	S.S3-11. <u>Comprehensive</u> waste segregation <u>system is in place</u> , such as <u>policy, facility and practice</u> , and sanctions for non-compliance
S.S1-12. No garbage collection services BUT school has <u>compost facility</u> for biodegradable waste and safe disposal of non-biodegradable waste such as properly fenced	S.S2-12. Garbage is collected at least <u>once a week</u> OR school has <u>compost facility</u> for biodegradable waste and safe disposal of non-biodegradable waste such as	S.S3-12. Garbage is collected at least <u>twice a week</u> OR a school has <u>compost facility</u> for biodegradable waste and

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**MOVs**

- Signage of No Burning of Waste
- Picture of Segregated Trashbins with label available in all classrooms, toilets, canteens, offices, clinics, play areas, gardens, hallways, and gyms
- Policy, facility and practice, and sanctions for non-compliance on Waste Segregation
- Compost Pit, MRF and Schedule of Garbage Collection

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**SANITATION**

1-Star	2-Star	3-Star
S.S1-13. Functional Septic tank is available for all toilets	S.S2-13. Functional Septic tank is available for all toilets	S.S3-13. Functional Septic tank is available for all toilets
S.S1-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school	S.S2-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school	S.S3-14. Functional drainage from kitchen and wash areas to ensure that there is no stagnant water in the school
S.S1-16. All food handlers are <u>oriented and practice food safety measures</u>	S.S2-16. All food handlers should have a <u>health certificate</u>	S.S3-16. All food handlers should have a <u>health certificate</u> and for schools with <u>canteen, an updated sanitary permit</u>

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**MOVS**

- Picture of Functional Septic Tank
- Picture of Functional Drainage especially in the kitchen and wash areas to avoid stagnant water
- In case flood prone areas, presence of *policy, practices, people, process, &structure*
- *Health Certificate, Sanitary permit, pictures of food handlers with hairnet, mask, gloves and apron.*

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**WinS Area**      **HYGIENE**

20

**HYGIENE**

**Objective**

- *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*

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**HYGIENE**

**Indicators**

1. Group Handwashing Activity	7. Available Toothbrush & Toothpaste
2. Available Soap	8. Repair & Maintenance
3. Group Handwashing Facility	9. Funding of Supplies
4. Individual Handwashing Facility	10. Sanitary Pads
5. Individual Handwashing Practice	11. Disposal of Sanitary Pads
6. Group Toothbrushing Activity	12. IEC Materials for MHM
	13. Rest Space for MHM

22

**HYGIENE**

1-Star	2-Star	3-Star
H.S1-1. Daily SUPERVISED group handwashing with soap for all elementary pupils is led by <u>teacher/s</u>	H.S2-1. Daily SUPERVISED group handwashing with soap for all elementary pupils is led by <u>a mix of teachers and students</u>	H.S3-1. Daily SUPERVISED group handwashing with soap for all elementary pupils is led by <u>student leaders</u>
H.S1-2. Regular supply of soap for handwashing	H.S2-2. Regular supply of soap for handwashing	H.S3-2. Regular supply of soap for handwashing
H.S1-3. At least <u>one</u> functional group handwashing facility with soap	H.S2-3. Pupil to group handwashing facility with soap ratio of <u>1:200 for one shift</u>	H.S3-3. Pupil to group facility with soap ratio of <u>1:100 for one shift</u>
		H.S3-4. There are <u>individual handwashing facilities with soap in strategic areas</u> in the school (e.g. near canteen/eating areas, play areas and toilets)
		H.S3-5. <u>The practice of individual handwashing with soap is done during critical times</u>

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**MOVS**

- Picture of handwashing activity led by Student/pupil leader
- Pictures of liquid handwashing soaps
- Picture of **individual handwashing facilities with soap in strategic areas** in the school (e.g. near canteen/eating areas, play areas and toilets)
- Picture of pupil/s or student/s washing his/her hand after changing pad or after playing

24

HYGIENE		
1-Star	2-Star	3-Star
H.S1-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>teacher/s</u>	H.S2-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>a mix of teachers and students</u>	H.S3-6. Daily SUPERVISED activity of tooth brushing with fluoride toothpaste for all children is led by <u>student leaders</u>
H.S1-7. Regular supply of fluoride toothpaste for the tooth brushing activity	H.S2-7. Regular supply of fluoride toothpaste for the tooth brushing activity	H.S3-7. Regular supply of fluoride toothpaste for the tooth brushing activity
H.S1-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)	H.S2-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)	H.S3-8. Repair and maintenance requirements are reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)
H.S1-9. Soap, toothbrush and toothpaste are provided by the school through <u>DepEd funds</u> only (ie. MOOE)	H.S2-9. Soap, toothbrush and toothpaste are provided by the school through <u>DepEd funds</u> complemented by <u>external partners</u>	H.S3-9. Soap, toothbrush and toothpaste are provided by the school through <u>DepEd funds</u> complemented by <u>external partners</u>

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MOVS
<ul style="list-style-type: none"> <li>• Picture of Tooth brushing activity led by student/pupil leaders.</li> <li>• Picture of Toothbrush and toothpaste</li> <li>• SIP/AIP indicating repair and maintenance and supplies</li> </ul>

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HYGIENE		
1-Star	2-Star	3-Star
H.S1-10. Sanitary pads are accessible in the school	H.S2-10. Sanitary pads are accessible in the school	H.S3-10. Sanitary pads are accessible in the school
	H.S2-11. There is <u>information on proper disposal</u> of sanitary pads in the girls toilet	H.S3-11. There is <u>information on proper disposal</u> of sanitary pads in the girls toilet
	H.S2-12. DepEd approved IEC materials on menstrual hygiene management for <u>teachers</u> are available	H.S3-12. DepEd approved IEC materials on menstrual hygiene management for <u>teachers and students</u> are available
		H.S3-13. There is a rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR)

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MOVS
<ul style="list-style-type: none"> <li>• Pictures of sanitary pads in CR, Rest Space, Office, classroom, etc.</li> <li>• Picture of proper disposal of used sanitary pads in the CRs and MHM Corner.</li> <li>• IEC materials about MHM</li> <li>• Presence of rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR)</li> </ul>

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DEWORMING
<p><b>Objective</b></p> <ul style="list-style-type: none"> <li>• At least <b>85 percent</b> of all students shall be <b>dewormed semi-annually</b></li> </ul>

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**DEWORMING**

**Indicators**

1. Semi-annual Deworming
2. Pupils Dewormed

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**DEWORMING**


1-Star	2-Star	3-Star
D.S1-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent	D.S2-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent	D.S3-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent
D.S1-2. <u>50-74%</u> of school students were dewormed	D.S2-2. <u>75-94%</u> of school students were dewormed	D.S3-2. At least <u>85%</u> of school students were dewormed

32

**MOVs**

- Picture of orientation about deworming
- Pictures of Tablets
- Pictures of implementation
- Data of Deworming

33



**WinS Area**      **Health Education**

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**HEALTH EDUCATION**

**Objective**


- *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 PTA meetings.*
- *All pupils/students shall have a higher awareness of correct hygiene and sanitation practices and develop positive health behaviors.*

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**HEALTH EDUCATION**

**Indicators**

1. IEC Materials
2. Organized Teams
3. INSET
4. Learning Materials
5. Advocacy for Parents
6. Extra-Curricular Activities



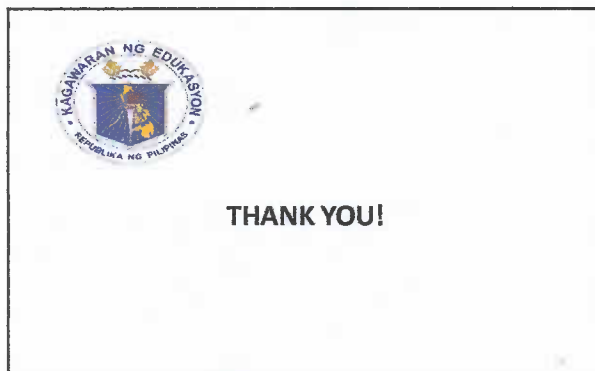
36

HEALTH EDUCATION		
1-Star	2-Star	3-Star
HE.S1-1. IEC materials are present <u>only</u> in the schoolboard or wall	HE.S2-1. IEC materials are present in <u>classrooms and strategic places</u> (eg. canteen, play areas, toilets, handwashing facilities, etc.)	HE.S3-1. IEC materials are present in <u>classrooms and strategic places</u> (eg. canteen, play areas, toilets, handwashing facilities, etc.)
HE.S1-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)	HE.S2-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)	HE.S3-2. There are <u>organized teams and accountable units</u> to promote WinS (e.g. TWGs, student clubs)
	HE.S2-3. WinS is <u>part of</u> INSET	HE.S3-3. WinS is <u>part of</u> INSET
	HE.S2-5. <u>Advocacy is done during</u> GPIA assembly	HE.S3-4. Available WinS learning / instructional materials in support of teaching WinS in the K to 12 curriculum
	HE.S2-6. <u>WinS is part of the extra-curricular program</u> of students	HE.S3-5. There are <u>planned and organized activities</u> for parents/stakeholders for learning and advocating WinS
		HE.S3-6. <u>WinS is part of the extra-curricular program</u> of students

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MOVs
<ul style="list-style-type: none"> <li>• Pictures of IEC Materials about handwashing, tooth brushing, MHM, Deworming. Made sure Data Privacy act is observe.</li> <li>• List of Organized Team (WASH Club)</li> <li>• Picture of INSET, Attendance Sheet, Matrix indicating the WinS Programs</li> <li>• Learning Materials like Resource Package, Lesson Plan prepared by the teacher and noted by School Head and PSDS.</li> <li>• Pictures of Extra Curricular Activities with WinS Integration like Scouting, Athletic Meet, etc.</li> </ul>

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