**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.

**A. SCHOOL PROFILE**

<table>
<thead>
<tr>
<th>Date:</th>
<th>School Year:</th>
<th>Level:</th>
<th>School Name:</th>
<th>School ID:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>District:</td>
<td>Division:</td>
<td>Complete School Address:</td>
<td>Name of School Head:</td>
<td>Contact No.:</td>
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<table>
<thead>
<tr>
<th>Total Enrolment:</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>MALE</strong></td>
</tr>
<tr>
<td>Shift 1</td>
</tr>
<tr>
<td>Shift 2</td>
</tr>
<tr>
<td>Shift 3</td>
</tr>
</tbody>
</table>

**B. WATER ACCESS**

1. Does the school provide drinking water? Check only one.
   - [ ] All the time
   - [ ] Yes, but supply is not regular
   - [ ] No drinking water in the school

2. Is the drinking water provided by the school for free?
   - [ ] Yes
   - [ ] No

3. Does the school coordinate with the LGU or water district to test the quality of water?
   - [ ] Yes
   - [ ] No

4. How many times was the quality of water tested in the current calendar year?
   - __________

5. Did the test result show that water is safe for drinking?
   - [ ] Yes
   - [ ] No

6. 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 ____________________________

7. 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
C. SANITATION

8. How many toilet seats are available for children in the school?
   *Do not include toilet seats for teachers.*

<table>
<thead>
<tr>
<th></th>
<th>MALE</th>
<th>FEMALE</th>
<th>SHARED/COMMUNAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not functional</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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 □ Less than once a week □ 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 □ Less than once a week □ No Collection

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

D. SANITATION

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?

<table>
<thead>
<tr>
<th>Number of facilities</th>
<th>Total number of faucets/water outlets/punch holes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual handwashing facility</td>
<td></td>
</tr>
<tr>
<td>Group handwashing facility *</td>
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</tbody>
</table>

* 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 using the toilet
- After handling soil and animals
- After cleaning activities/handling garbage
- After playing

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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SCHOOL MOOE</th>
<th>EXTERNAL PARTNERS</th>
<th>VOLUNTARY DONATIONS FROM INTERNAL STAFF</th>
<th>CHILDREN BRING THEIR OWN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PRIVATE/INDIVIDUAL DONATIONS</td>
<td>PTA FUNDS</td>
<td>LGU FUNDS</td>
</tr>
<tr>
<td>Soap</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toothbrush</td>
<td></td>
<td></td>
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<tr>
<td>Toothpaste</td>
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<tr>
<td>Cleaning materials/supplies</td>
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<tr>
<td>Repair and maintenance</td>
<td></td>
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<td></td>
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<tr>
<td>(labor/spare parts)</td>
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43. Where can learners avail of sanitary pads? Check all applicable.
- School Canteen
- School Clinic
- Guidance Office
- 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
## E. DEWORMING

48. Is deworming done semi-annually?  ☐ Yes  ☐ No

49. What is the total number of students dewormed?  

## F. HEALTH EDUCATION

50. Which areas have information, education and communication materials (IEC) for WASH in Schools (WinS)? Check all applicable.

<table>
<thead>
<tr>
<th></th>
<th>HYGIENE (HANDWASHING, TOOTHBUSHING)</th>
<th>MENSTRUAL HEALTH MANAGEMENT</th>
<th>SANITATION (WASTE SEGREGATION/DISPOSAL, DRAINAGE, DEWORMING)</th>
<th>FOOD SAFETY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin board</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Classrooms</td>
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<td>☐</td>
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<tr>
<td>Toilets</td>
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<tr>
<td>Handwashing facilities</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
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<tr>
<td>Canteen/Eating areas</td>
<td>☐</td>
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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

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**PREPARED BY:**

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
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*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: __________