



DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 14, 2026

DIVISION MEMORANDUM

No. 56 s. 2026

CONDUCT OF DIVISION VALIDATION ON WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) PROGRAM FOR CALENDAR YEAR 2025

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads of Public Elementary & Secondary Schools
All Others Concerned

1. The Department of Education (DepEd), through the Education Supports Services Division-School Health and Nutrition Unit (ESSD-SHNU), conducts an annual monitoring of the implementation of water, sanitation and hygiene in school. This reinforces, strengthens, and ensures that best practices are acknowledged, and implementing schools are provided with opportunities for continuous improvement.
2. In compliance with DepEd Order No. 10, s. 2016 entitled, "Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program" the School Health and Nutrition unit shall conduct validation of schools starting February 2-24, 2025 at SGOD.
3. Moreover, this Office also requests the WinS Coordinators to secure the following during the validation:
 - a. Five Folders with MOVs per indicator
 - b. Printed copy of the self-assessed WinS Monitoring Form (2022 version)
 - c. Laptop and extension wire
 - d. Username and password of the School's WinS Administrator (LIS).
4. Enclosed are the following attachments for reference:
 - Enclosure 1- Schedule of Validation**
 - Enclosure 2- Means of Verification (MOVs)**
5. Transportation and other incidental expenses will be charged against local funds/ school MOOE subject to the usual accounting and auditing rules and regulations.
6. For more information, all concerned may email the SDO WinS Focal Person at amyfou.elsa@deped.gov.ph.
7. Immediate dissemination and compliance of this memorandum is requested.

[Signature]
MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-In-Charge



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ENCLOSURE NO. 1: Schedule of Validation of WinS Implementation for CY 2025

DATE	DISTRICT
February 2, 2026	Bagamanoc North and South Districts,
February 3, 2026	Gigmoto & Panganiban Districts
February 4, 2026	Pandan East and West Districts
February 9, 2026	Viga East and West Districts
February 10, 2026	Caramoran North and South Districts
February 11, 2026	Baras North and South Districts
February 16, 2026	San Miguel North and South Districts
February 17, 2026	San Andres East and West Districts
February 18, 2026	Virac North District
February 23, 2026	Virac South District
February 24, 2026	Bato East and West Districts

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ENCLOSURE NO. 2: Means of Verification (MOVs)

Folder 1: WATER	
Indicators	Means of Verification
Safe drinking water is provided for free for all children in the school at all times	Pictures of Safe Water available for drinking
The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.	<ul style="list-style-type: none"> • Coordination (through letter) to LGU or water district to test the quality of drinking water • Water Testing Results (January-December 2025)
Mechanisms are used to ensure that drinking water in school is safe: <ul style="list-style-type: none"> • 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 	<i>If you are going to tick each, make sure to provide:</i> <ul style="list-style-type: none"> • Pictures of learners with their own drinking water • Water quality certificate • Picture of water being boiled • Picture of water filtration system
Regardless of source, water for cleaning is available on a daily basis in all school hours	<i>(will be validated onsite)</i>

Folder 2: SANITATION	
Indicators	Means of Verification
The functional pupil to toilet seat ratio (by gender) is 50 or less	Pictures of toilets with proper labels Eg. Kinder-Female or Grade 1-Hope Shared <i>(will be counted)</i>
Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads AND At least 1 female toilet have an exclusive washing facility.	<ul style="list-style-type: none"> • Pictures of toilets with door lock, lighting, ventilation • Picture/s of female toilets with wrapping materials <i>(will be counted)</i>
There is a handwashing facility with soap within or near the toilets and Canteen/Eating Areas.	Handwashing facility near toilets, canteen/eating areas.
There is a facility for washing IN female toilets for MHM	Picture/s of female toilets with washing facility
Detached Toilets are located within view of school building and people	Picture of detached toilet/s for girls within view of the school
There is a toilet accessible to persons with limited mobility	Picture of toilets for persons with limited mobility with ramp, railing and adequate space for wheelchair
Daily cleaning of toilets, and handwashing and other water facilities	Daily cleaners schedule/checklist
No burning of waste	Policy/memo and photo of "no burning of waste"
Segregated trash bins with cover available in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> Classrooms <input type="checkbox"/> Offices <input type="checkbox"/> Gardens <input type="checkbox"/> Toilets <input type="checkbox"/> Clinics 	<i>If you tick any of those, provide photo for each with proper labeling of areas</i>

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<input type="checkbox"/> Hallways <input type="checkbox"/> Canteens <input type="checkbox"/> Play Areas <input type="checkbox"/> Gyms/Stage	
Students segregating their solid waste properly	Pictures/Completion or Accomplishment report on Activities on Waste Segregation
Comprehensive waste segregation system is in place, such as policy, facility and practice, and sanctions for non-compliance	Policy on Waste Segregation with sanctions for offenses signed by PTA/SGC
Garbage being collected from the school	Picture or schedule on garbage collection
Compost pit for biodegradable waste	Picture
Refuse pit for non-biodegradable waste	Picture
The school have a materials recovery facility (MRF)?	Picture
All toilets in the school have functional septic tank/s	Picture
The school have a functional drainage from the kitchen and all wash areas to ensure that there is no stagnant water	Picture
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.	<i>If you ticked any, please provide picture/s for each.</i> <input type="checkbox"/> Pumping out of water <input type="checkbox"/> Filling of stagnant water <input type="checkbox"/> Soak pit (a water catchment area which contains gravel, sand, or other materials that absorbs water to prevent pooling) <input type="checkbox"/> Treatment of stagnant water to prevent breeding of mosquitoes (use of larvicides, fish, etc.) <input type="checkbox"/> Not applicable (e.g., no stagnant water because of sandy soil)
School canteens have a sanitary permit	Copy of sanitary permit updated (2025)
Food handlers practice the following food safety measures: <input type="checkbox"/> Wearing of hairnet, gloves, masks and apron <input type="checkbox"/> Handwashing <input type="checkbox"/> Separate the storage of dry and wet food materials	Pictures of each
All food handlers have been oriented on food safety measures	Attendance sheet on Orientation on Food Safety Measures
All food handlers in the school have health certificates	Copy of health certificates (2025) of food handlers

Folder 3: HYGIENE	
Indicators	Means of Verification
Supervised group handwashing with soap conducted for all children in the school in a week	Checklist of handwashing activities with pictures and frequency (daily/once/etc)
Extent of student participation in supervised handwashing activity <input type="checkbox"/> Students are participants supervised by teachers <input type="checkbox"/> There are students who assist teachers in supervising handwashing activities <input type="checkbox"/> There are students assigned to lead handwashing activities	<ul style="list-style-type: none"> Specify/Assign in the checklist the teacher supervising the handwashing Specify/Assign in the checklist the student leading the handwashing



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Handwashing facilities are available: <ul style="list-style-type: none"> • Individual • Group handwashing 	Pictures * A group handwashing facility should have <u>at least</u> : <ul style="list-style-type: none"> - 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.) (Pupil to group facility with soap ratio of 1:100 for one shift)																																													
Regular supply of soap for handwashing	Purchase Order/Disbursement Voucher/Receipts for soap																																													
36. Handwashing facilities available in the following areas. Check all applicable. <ul style="list-style-type: none"> <input type="checkbox"/> Classrooms <input type="checkbox"/> Toilets <input type="checkbox"/> Canteen/Eating Areas <input type="checkbox"/> Play areas <input type="checkbox"/> Agricultural areas (e.g., Gulayan, livestock area) <input type="checkbox"/> Clinics <input type="checkbox"/> Laboratories 	Pictures																																													
37. Children perform individual handwashing during the following times Check all applicable <ul style="list-style-type: none"> <input type="checkbox"/> Before meals/eating/handling food <input type="checkbox"/> After using the toilet <input type="checkbox"/> After handling soil and animals <input type="checkbox"/> After cleaning activities/handling garbage <input type="checkbox"/> After playing 	Provide class program/ schedule/ pictures, handwashing was included or being performed																																													
Extent of student participation in supervised toothbrushing activity <ul style="list-style-type: none"> <input type="checkbox"/> Students are participants supervised by teachers <input type="checkbox"/> There are students who assist teachers in supervising toothbrushing activities <input type="checkbox"/> There are students assigned to lead toothbrushing activities 	<ul style="list-style-type: none"> • Specify/Assign in the checklist the teacher supervising the toothbrushing • Specify/Assign in the checklist the student leading the toothbrushing (*you can combine it with handwashing or in a separate)																																													
Regular supply of soap for toothpaste/toothbrush for toothbrushing activities	<ul style="list-style-type: none"> • Purchase Order/Disbursement Voucher/Receipts for toothpaste/toothbrush 																																													
Repair and maintenance requirements for WASH facilities (i.e., water, toilet and washing facilities) reflected in the SIP and WFP	<ul style="list-style-type: none"> • Copy of SIP (covers 2025) • Copy of WFP (2025) *Please highlight																																													
Soap, toothbrush and toothpaste are provided by the school through DepEd funds complemented by external partners- Sources of funds for WASH facilities and supplies: <table border="1" data-bbox="268 1615 751 1821" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">ITEM</th> <th rowspan="2">SCHOOL MOOE</th> <th colspan="3">EXTERNAL PARTNERS</th> <th rowspan="2">VOLUNTARY DONATIONS FROM INTERNSHIP STAFF</th> <th rowspan="2">CHILDREN BRING THEIR OWN</th> </tr> <tr> <th>PRIVATE/ INDIVIDUAL OR BUSINESS</th> <th>PTA FUNDS</th> <th>LGU FUNDS</th> </tr> </thead> <tbody> <tr> <td>Soap</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Toothbrush</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Toothpaste</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cleaning materials/ supplies</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Repair and maintenance (labour/spare parts)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	ITEM	SCHOOL MOOE	EXTERNAL PARTNERS			VOLUNTARY DONATIONS FROM INTERNSHIP STAFF	CHILDREN BRING THEIR OWN	PRIVATE/ INDIVIDUAL OR BUSINESS	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 (labour/spare parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOOE-receipt or purchase order/disbursement, program of works (if repair & maintenance)/ proposal with accomplishment reports Private- deed of donation or acknowledgment; DPDS copy (please highlight) PTA funds- minutes, acknowledgment/deed of donations LGU-SEF acknowledgment received copy Internal Staff- acknowledgment or photocopy of logbook for the supplies purchased Children-minutes that parents agree to bring supplies
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Sanitary pads are accessible in the school	Photos																																													

Information on the proper disposal of sanitary napkins in the girls' toilet	Photos
DepEd approved IEC materials on menstrual hygiene management for teachers and students are available	Sample IEC materials
There is a rest space/changing room for MHM that is secure, private and comfortable (not necessarily in the CR) (for girls with menstrual discomfort)	Photo

Folder 4: DEWORMING	
Indicators	Means of Verification
D.S3-1. Deworming is done semi-annually, in the presence of a health personnel, in coordination with DOH, and with parent's consent	List of Students Dewormed in January and July 2025 <i>*Please use this format from the Soil-Transmitted Helminthiasis(STH)Registry Form that can be accessed through this link: https://bit.ly/STHBicolRegionRegistry2026</i>
D.S3-2. At least 85% of school students were dewormed	Summary of Dewormed Learners <i>*Please use template that can be accessed through: https://tinyurl.com/Deworming-SummaryList</i>

Folder 5: HEALTH EDUCATION	
Indicators	Means of Verification
HE.S3-1. IEC materials are present in classrooms and strategic places (eg. canteen, play areas, toilets, handwashing facilities, etc.)	Photos in the areas ticked with IEC materials on the following: -Hygiene (Handwashing, Toothbrushing) -Menstrual Health Management -Sanitation (Waste Segregation/Disposal, Drainage, Deworming) -Food Safety
HE.S3-2. There are organized teams and accountable units to promote WinS (e.g. TWGs, student clubs)	Active TWG or WinS Club composition signed by School Head
HE.S3-3. WinS is part of INSET	Proposal/Training Matrix
HE.S3-4. Available WinS learning / instructional materials in support of teaching WinS in the K to 12 curriculum	Sample instructional materials
HE.S3-5. There are planned and organized activities for parents/stakeholders for learning and advocating WinS	Activity Proposals/Meeting Minutes/Completion or Accomplishment Report on WinS-related activities for parents/stakeholders, such as but not limited to: clean-up drive, tree planting, waste segregation, recycling, etc.
HE.S3-6. WinS is part of the extra-curricular program of students	Activity Proposals/Meeting Minutes/Completion or Accomplishment Report on WinS-related activities for



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	students, such as but not limited to: GSP/BSP integration, clean-up drive, tree planting, waste segregation, recycling, poster-making, etc.
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