



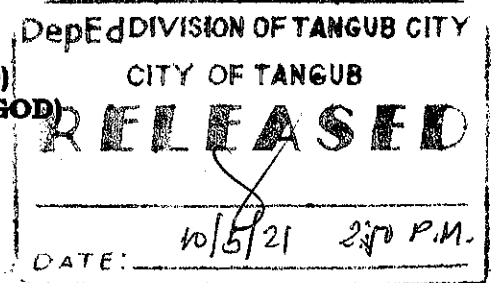
October 5, 2021

DIVISION MEMORANDUM
No. 272, s. 2021


**ADDITIONAL GUIDELINES ON THE IMPLEMENTATION OF DEPED
ORDER NO.10, s. 2016**

(Policy and Guidelines for Comprehensive Water, Sanitation and
Hygiene in Schools Program)

To: **Chief, Curriculum Implementation Division (CID)**
Chief, School Governance Operating Division (SGOD)
District In charge
School Principals/ Head Administrators/TIC
WinS School Coordinators
Elementary & Secondary Schools
This Division



1. This Office disseminates **DepEd Memorandum No. 068, s. 2021** dated October 4, 2021 entitled, "Additional Guidelines on the Implementation of DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program), for the information and reference of all concerned.
2. For details, please refer to the attached DepEd memorandum.
3. Immediate and appropriate action of this Memorandum is directed.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/SHNS/wtm/10-05-2021





Republic of the Philippines
Department of Education

04 OCT 2021

DepEd MEMORANDUM
No. **068**, s. 2021

ADDITIONAL GUIDELINES ON THE IMPLEMENTATION OF DEPED ORDER NO. 10, S. 2016
(Policy and Guidelines for Comprehensive Water, Sanitation
and Hygiene in Schools Program)

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the **Additional Guidelines on the Implementation of DepEd Order No. 10, s. 2016** (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program). The policy is intended 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. The additional guidelines aim to reinforce and strengthen the WinS Program monitoring and implementation by

- a. ensuring that best WinS practices are acknowledged; providing opportunities for continuous improvement, and continuing best practices to be recognized;
- b. including provisions for uncontrolled circumstances (e.g., pandemic, extended school closures due to natural or man-made disasters) in WinS Monitoring and Validation; and
- c. providing flexibility for changes in technology and upgrading of platforms and systems used in WinS Monitoring.

3. In view of the current situation and in the light of recent developments in technology and in the Implementation of WinS Program in the past five years, the following provisions are added to read as follows:

a. **On Enclosure No. 2: WinS Program Implementation of DepEd Three Star Approach (TSA) for Schools** (Pages 5 and 6 of enclosure)

i. **Section 4.0. Process: Three Star Approach (TSA), Step 3: Validation by the SDO Special Note:**

In times of prolonged school closures due to uncontrollable and unforeseen events like natural disasters (e.g., pandemic, epidemic, volcanic eruptions, etc.) or man-made disasters (e.g., armed conflict, urban fires), validation of results may be optional. The school, may request to forgo validation upon recommendation of the schools division office and approval of the regional office.

ii. **Section 6. Upgrades and Technology (additional section)**

In anticipation of advancements in technology, the platform and the system to be used may change. Also, additional modalities for uploading data such as mobile applications may be used. Should changes be made in the Monitoring System used, prior notice, corresponding guidelines, and operational manuals shall be issued.

4. To identify and recognize the best WinS program management at schools division level using the Three-Star Approach (TSA), the first criterion (Criterion i.) under **Enclosure No. 6**, Section 4.0, Table 1, is amended to read as follows:

b. **i. Improvement of Schools in the WinS Implementation Level**

This looks into the number of schools **who were able to move up one or two implementation levels, or maintain three-star ratings**, as measured using the **Three Star Approach**.

5. All other provisions of the said Memorandum shall remain in effect unless repealed and amended by other DepEd issuances.

6. This Memorandum shall take effect upon its approval.

7. For more information, please contact **Dr. Maria Corazon C. Dumlao**, Chief, and **Mr. Vonerich B. Berba**, Education Program Specialist II of the Bureau of Learner Support Services-School Health Division, 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at blss.shd@deped.gov.ph or at telephone number (02) 8632-995.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

DepEd Order No. (10, s. 2016)

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

CHANGE
HEALTH EDUCATION
LEARNERS
PROGRAMS
SCHOOLS





ATTACHMENT 2: Revised DepEd Memo 194, s. 2018 Enclosure 2: WinS Program Implementation of DepEd's Three Star Approach (TSA) for schools

WINS PROGRAM IMPLEMENTATION (REVISED)
DEPED's THREE STAR APPROACH (TSA) FOR SCHOOLS

1. INTRODUCTION:

DepED Order No. 10, s. 2016 – Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program stipulated that the Central 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 procedures, indicators, and mechanisms are provided to schools as guide for quality implementation of the WinS Policy (DepED Order No. 10, s. 2016) and ensure the attainment of the WinS national standards.

Specifically, the WinS Policy enjoins all **school management to perform the following responsibilities:**

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 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.

2. ESTABLISHING THE SCHOOL STEERING STRUCTURE FOR WINS IMPLEMENTATION

As expressed in the WinS Policy, DepED management recognizes the invaluable support of stakeholders in achieving the objectives of learning and health outcomes via a comprehensive school-based implementation of WinS Program. This assumption is part of the learnings from the experiences of EHCP implementation, and in some regions, the WinS Program itself. As such, the WinS Policy **strongly encourages** the various levels of DepEd management to engage its partners and key stakeholders to strategically participate in program management and implementation.

For school level, the participation of the school partners and stakeholders can be organized through the stewardship of a **School WinS Technical Working Group (TWG)** which shall be established through the leadership of the School head. The School WinS TWG is expected to ensure the effective implementation of WinS at the school level, including advocating for community participation and support. In case the school has an existing group which has similar objective and composition, the school may elect to utilize the said group for the WinS agenda and purposes.

The composition of the School WinS TWG shall be as follows:

Chairperson: School Head

School WinS TWG Members:

- Members of the school governing council or a similar group in case the school does not have a governing council
- Student representative
- School Education Facilities Coordinator
- Clinic-in-charge (possibly a teacher or nurse)
- Canteen manager (only if applicable)
- Feeding Coordinator
- Partners such as: Representatives of Child Protection Committee; WASH partners; LGU (e.g. Barangay – committee on health and education)

3. SUPPORT SYSTEM FOR IMPLEMENTATION: THREE STAR APPROACH – AN INTEGRATED SYSTEM FOR QUALITY ASSURANCE (QA); MONITORING AND EVALUATION (M&E); AND RECOGNITION

1. NATURE AND PURPOSE OF THE THREE STAR MECHANISM

The *WinS Three-Star Approach* is designed as an integrated system to ensure the quality of WASH practices in Schools, thereby contributing to achieving sustainable improvements towards “healthy schools” that support all children in their development.

It is considered a single approach to ensure: (a) quality of WinS implementation; (b) diligence of monitoring for developmental reasons; and (c) performance is recognized to further motivate continuous improvement.

- As a **QUALITY ASSURANCE (QA) MECHANISM** of a regular school program, all schools shall monitor their WinS implementation to ensure that the enablers for learning are in place and functional.
- As a **MONITORING SCHEME**, it shall support the gathering of information and evidence for other relevant management systems such as: planning and budgeting, programming for continuous improvement, compliance reporting to quality standards, and performance management.

As a monitoring scheme, **data integrity** shall be given premium. Thus, the **validation of information is a pre-requisite for awarding performance**.

The Monitoring reports of schools shall serve as basis for technical assistance of the Schools Division Office.

- As a **RECOGNITION SYSTEM**, the Department shall give premium to both: (a) the effort of the school community to improve and (b) the results of the efforts themselves.

It should be noted that the **DepEd's WinS Three-Star Approach** is inspired by the "Three Star Approach for WASH in Schools" which is advocated globally as a mechanism to improve the effectiveness of hygiene behavior change programs. The approach is meant to help schools meet the essential criteria for a safe, healthy and protective learning environment for children.²

4. PROCESS: THREE STAR APPROACH (TSA)

This section provides simple steps for schools to follow in implementing the School Level Three Star Approach.

It should be noted that at the Schools Division level, the office accountable for the Three Star Approach is the **School Governance and Operations Division (SGOD)**. The mechanism is their accountability given their mandate of monitoring the schools regarding the learning environment that facilitates curriculum implementation. However, while the SGOD serves as the "process-owner", the other offices, especially the **Curriculum Implementation Division (CID)** are key players in monitoring implementation and providing schools with technical assistance based on the results of monitoring.

The process for determining the WinS implementation level of the schools involves five (5) simple steps: Preparation; Self-assessment; Validation; Recognition; and Translating Results into Actions. The following section describes the processes per step and Figure 1 offers a diagram of the TSA Procedure.

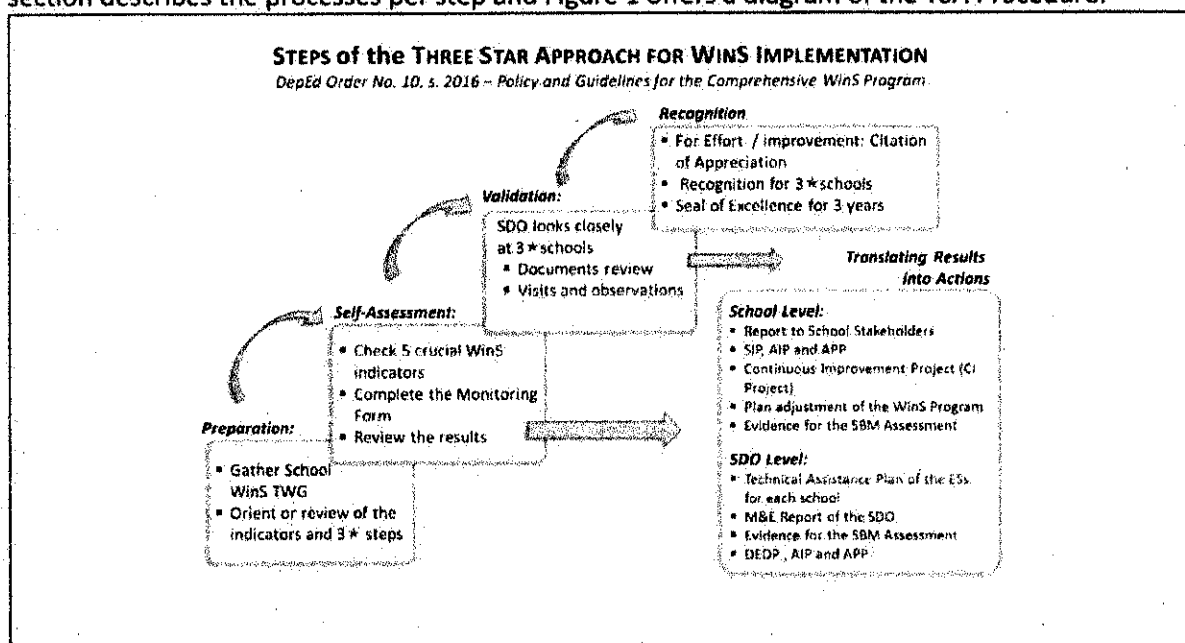


Figure 1: Steps of the Three Star Approach for WinS Implementation

1. PREPARATION:

Gather the School WinS TWG and orient/review the team on the: (a) WinS quality indicators; and (b) steps in accomplishing the School WinS Monitoring Form. The rubrics containing the quality indicators is given as **Attachment 01**.

2. SELF-ASSESSMENT:

a. The School WinS TWG shall print and accomplish the WinS Monitoring Form.
 The team may inspect the premises, review documents, interview selected personnel/students, or observe WinS related activities in the school to ensure that responses on the WinS Monitoring Form truly reflect the situation of the school.
 [Text Box]When accomplishing the monitoring form, give special attention to five (5) indicators that are considered crucial in the implementation and practice of WinS. The school has to **fulfill ALL these 5 indicators** as base requirements before the ratings of the other indicators are computed by the system.
 Hence, if the school failed to meet any of the five crucial indicators, the school's Over-all Rating will automatically register as "Zero (0)" Star in its WinS implementation and practice" regardless of the ratings in the other indicators.

b. [Text Box]After accomplishing the School WinS Monitoring form, the School will have to **submit the responses by any of the following methods:**

1. Direct encoding of responses to the **ONLINE** WinS Monitoring System (<http://deped-wins.sysdb.site>).
2. Encoding of responses **OFFLINE** in the WinS Monitoring System and **UPLOAD** at a later time to the Online WinS Monitoring System.

For purpose of official filing of documents, the school keeps the duly accomplished and signed WinS Monitoring Form.

c. Review of Results. The School WinS Monitoring System shall automatically calculate the WinS implementation status using the scale shown as Figure 2.

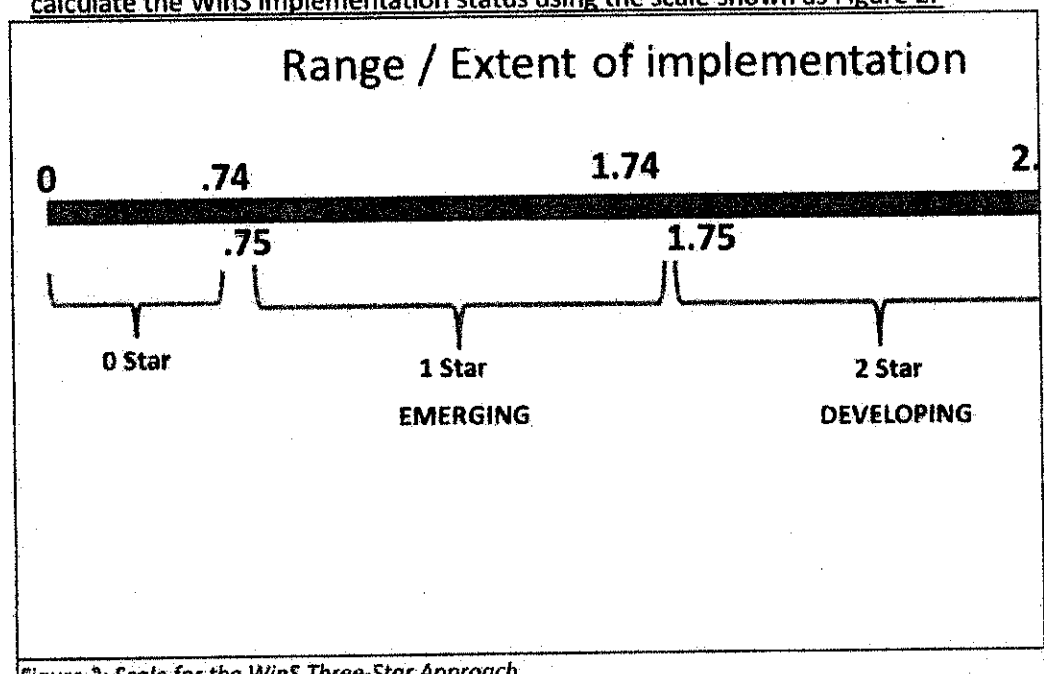


Figure 2: Scale for the WinS Three-Star Approach

The School WinS TWG shall print the results of the school's WinS 3-Star Report and review the results in terms of the following:

- Areas of strengths and weaknesses,
- Factors that facilitated and hindered compliance to quality standards;
- Lessons learned from implementing the WinS Program.

Special Note:

DepEd acknowledges that there will be situations where the school's effort to improve on their WinS implementation and practices are **disrupted by calamities or disasters**. Hence, in case of force majeure, the school will **not revert back to Zero Star** implementation level and will be given **one year moratorium to improve on their WinS implementation and compliance to standards**.

3. VALIDATION BY THE SDO

Following the generation of the WinS 3-Star Report, the school may alert the Schools Division Office (SDO) about the accomplished self-assessment report. The SDO will then validate the WinS report of schools, specially those that registered a 3-Star rating and those who sustained a 3-Star Level over 3 years.

At the minimum, the **validation process should be aligned and integrated to the usual school monitoring and technical assistance activities/cycle of the SDO.**

Special Note: In times of prolonged school closures due to uncontrollable and unforeseen events like natural disasters (e.g., pandemic, epidemic, volcanic eruptions, etc.) or man-made disasters (e.g. armed conflict, urban fires), validation of results may be optional. The school, may request to forgo validation upon recommendation of the SDO and approval of the Regional Office.

4. RECOGNITION

After the validation of the school results, the schools are awarded the appropriate citation or recognition which is based on the final 3-Star rating they received. The Schools Division Offices shall ensure endorsement and communication of the validated list of schools to be given Seal of Excellence by the BLSS of the Central Office, and Recognition Award by the Region.

Further, the SDO shall issue the Citation of Appreciation as recognition of improvement in WinS implementation. Section 5 of this document discusses the different types of recognition that can be awarded to Schools.

5. Translating Results into Actions

The full value of Monitoring is achieved when developmental actions are taken based on generated information. Thus, to strengthen the synergy of monitoring and continuous improvement, the school's WinS implementation rating and the suggestions for improvement generated by the School WinS Monitoring System has to be acted upon by the school community as a whole. The following are suggested strategies and action to fully benefit from the Three Star Approach and consequently, achieve the objectives of the WinS Policy:

- Communicate the School's WinS Report to the school stakeholders as part of the regular school report
- Use the School's WinS Report as input to the following:
 - Annual Improvement Planning, specially when programming school activities and budget

- Development of the School Improvement Plan (SIP) and the Continuous Improvement Project (CI Project)
- Plan adjustment of the school's annual WinS Program

5. TYPES OF RECOGNITION

Recognition of the school's WinS Implementation shall be categorized as follows:

1. **Citation of Appreciation** is given to a school for improving in the level of WinS Implementation. This means movement to a higher level of implementation from the previous rating year.

The Citation of Appreciation shall be **signed by the Schools Division Superintendent.**

2. **Recognition Award** is given to a school for reaching the national standards. This translates to reaching a **3 – Star Level of WinS Program Implementation** (achieving between 75 to 100% of WinS indicators)

The Recognition Award shall be **signed by the Regional Director.**

3. **Seal of Excellence** is awarded to a school for having successfully maintaining its status as a **3 – Star School** for at least 3 straight years.

The Seal of Excellence shall be **issued by the Central Office.**

6. Upgrades and Technology

In anticipation of advancements in technology, the platform and the system to be used may be changed. Additional modalities for uploading data such as mobile applications may be used. Should changes be made in the Monitoring System used, prior notice, corresponding guidelines and operational manuals shall be issued.



ATTACHMENT 3: Revised DepEd Memo 194, s. 2018 Enclosure 6 : Recognition of School Division Office (SDO): DepEd's Three Star Approach (TSA) for Schools for Wins Program Management

Recognition of School Division Office (SDO): DepEd's Three Star Approach (TSA) for Schools for Wins Program Management

1. INTRODUCTION

DepED Order No. 10, s. 2016 – Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program stipulated that the Central 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. Further, the DepEd Order also stated that part of the responsibilities of the Regional office in relation to WinS Program 2016 is to implement an incentives and awards for the Best Division Implementer. Hence, this **Incentive scheme is provided to guide all Regional and Schools Division Offices (SDOs)** in terms of a purpose and standardized criteria and process for identifying Best WinS Program Management.

The DepED Order No. 10, s. 2016 also enjoins the **Regional and Schools Division offices** to fully realize the objectives of the WinS Policy. It mentioned the need to perform the following:

Regional Offices:

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 Implementer;
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:

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.

2. ESTABLISHING THE WIN S STEERING STRUCTURES AT THE SUB-NATIONAL LEVELS

One important realization from the experiences of EHCP implementation is importance of having the support of stakeholders in achieving the objectives of WinS. Hence, these groups are given value in the formation of steering structures to move forward the WinS Program. The Regions and Schools Division offices are therefore enjoined to engage their respective key stakeholders and partners to strategically participate in program management.

Regional Office

At the Regional level, an **Advisory Board** has to be established to oversee the Technical Working Groups of the Schools Division Offices within their authority. Consequently, they are expected actively support the advocacy of the WinS Policy to other sectors. **At the minimum, the Regional Advisory Board shall be composed** of the following:

Chair: DepED Regional Director

Members:

- DepEd Assistant Regional Director
- Regional Chiefs
- Representative from the Regional Development Council

Schools Division Offices:

At the Schools Division level, a **WinS Technical Working Group (TWG)** has to be established to: (a) oversee the work of the School TWG, approve its outputs and provide technical assistance as needed; (b) actively support the advocacy of the WinS Policy to other sectors; and (c) monitor school implementation, including the integration of WASH in the Curriculum. **At the minimum, the Schools Division WinS TWG shall be composed** of the following:

Chair: Schools Division Superintendent

Members:

- School Governance and Operations Division (SGOD): Education Facilities, School Health, M&E, Planning
- School Education Supervisor: CID representative
- Project Development Officer of the Disaster Risk Reduction
- Representative of School Heads
- Local Government Unit (City/Province Chair of Education/Water/Health)
- Parents-Teacher Association Federation or PTCA or PTA
- An active WASH NGO

3. NATURE AND PURPOSE OF THE MECHANISM FOR THE IDENTIFICATION OF BEST WIN S PROGRAM MANAGEMENT AT SCHOOLS DIVISION LEVEL (THREE STAR APPROACH FOR WIN S PROGRAM MANAGEMENT)

The mechanism to ascertain the WinS Management practice of SDOs - gave importance to monitoring the quality of program management; and providing incentives to the SDOs in the management of the WinS Program. Thus, the mechanism aims to:

- a. **Strengthen the motivation** of SDO supervisors and staff to continue managing and providing technical assistance to schools in implementing the WinS Policy
- b. Obtain **evidence-based information for designing a technical assistance program** that is aimed at building the SDO's organization capacity for sustained support to schools
- c. **Monitor the quality of technical assistance** provided by the SDOs to schools

Given the objectives mentioned, the mechanism should therefore be viewed as:

- An **Incentive Scheme**. The mechanism enables a process of recognition and awarding that is based on **achievement of standards and not competition**
- A **Monitoring**. One important result of the process is obtaining information on the organizational enablers for the SDO to deliver the management support and technical assistance to schools.

4. CRITERIA FOR IDENTIFICATION OF BEST WINS PROGRAM MANAGEMENT AT SCHOOLS DIVISION LEVEL (THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT)

The mechanism for recognizing WinS Management practice of SDOs gives premium to both the **organizational capacity of the SDO**; and **results of the technical assistance provided to the schools**. As such, three elements will be observed to ascertain the Best SDO. These are presented in Table 1, including the given weight for each criteria.

TABLE 1 – CRITERIA FOR THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

Criteria	Weight
i. IMPROVEMENT OF SCHOOLS IN THE WINS IMPLEMENTATION LEVEL <i>This looks into the number of schools who were able to move up one or two implementation levels, or maintain three-star ratings, as measured using the Three Star Approach"</i>	30 %
ii. SCHOOLS' ACHIEVEMENT OF NATIONAL STANDARDS This item is about the <u>number of schools that achieved</u> the desired WinS implementation practice that is equivalent to a Three Stars in the Three-Star Approach.	20%
iii. ORGANIZATIONAL ENABLERS This criterion is about the into <u>the organization capacity</u> of the SDO to carry out management and technical assistance to the schools' WinS implementation. The focus is to determine if the program enablers are in place and fully functional	50%

Sub-criteria for Organizational Enablers:

Specific to the organizational enablers, there are twelve (12) elements identified based on organizational aspects that are needed to carry out the task of managing and supporting schools for Wins Implementation. The 12 elements per organizational aspect are as follows:

TABLE 2 – ORGANIZATIONAL ENABLERS

ORGANIZATIONAL ASPECTS	CRITERIA PER ASPECT
<p>A. STEERING STRUCTURE AND RELATIONS <i>Structures and relationships needed to steer WinS implementation</i></p>	<p>1. Functional SD WinS TWG which comprise a range of internal and external stakeholders that are working together and providing directions on WinS management and implementation</p>

TABLE 2 – ORGANIZATIONAL ENABLERS

ORGANIZATIONAL ASPECTS	CRITERIA PER ASPECT
<p>B. SUPPORT SYSTEMS <i>Supportive mechanisms that provide the processes and tools to move the WinS program</i></p>	<p>2. M&E of WinS as part of the SDO M&E system (e.g. Schools validated by the SDO; Monitoring reports) 3. TA System Integrates WinS (e.g. WinS is part of the SDO's TA agenda to schools; SDO personnel capable of providing TA to schools re: WinS) 4. SDO Learning Resource Development and Management System is developing, distributing and assuring the quality of WinS materials to support health education</p>
<p>C. PLANNING, PROGRAMMING AND RESOURCE MOBILIZATION <i>Articulation of directions, programs and resource commitment to achieve national WinS standards in strategic and operational plans</i></p>	<p>5. WinS is <u>reflected as agenda</u> in the Division Education Development Plan (DEDP - SDO's strategic plan) on areas such as research, KM, T&D. 6. Resource allocation for WinS activities and services (reflected in the SDO's Annual Improvement Plan and/or Annual Procurement Plan) 7. Active involvement of partners (e.g. NGOs, LGUs, CSO and INGOs) in implementing the WinS agenda as a result of actively establishing and maintaining linkages with these partners (at least 2 types of partners)</p>
<p>D. KNOWLEDGE MANAGEMENT, RESEARCH AND INNOVATIONS <i>Refers to the intent to innovate and learn from experience to continuously improve WinS management and implementation</i></p>	<p>8. The SDO conducts at least one study a year on WinS or a topic related to it 9. SDO-led WinS project or innovations 10. Utilize WinS M&E data to design and make improvements on programs (knowledge management)</p>
<p>E. HUMAN CAPACITY DEVELOPMENT <i>Refers to capacitating human resource to ensure that the organization has the appropriate and relevant competencies for WinS</i></p>	<p>11. WinS as a learning topic is included in the SDO Professional Development Program (for SDO staff and supervisors) 12. SDO staff and supervisors developed their capacity by participating in learning opportunities – e.g. direct training; LAC sessions; advance learning on WinS</p>

5. PROCESS FOR THE THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

This section provides simple steps for both Region and Schools Division Offices on using the recognition mechanism.

1. ACCOUNTABLE OFFICES

REGION LEVEL

The main office accountable to implement the **THREE STAR APPROACH FOR SDOs - WINS PROGRAM MANAGEMENT** is the **Regional Quality Assurance Division (QAD)**. The assignment is based on the inherent mandate of the QAD, such as quality assurance, monitoring and evaluation. The said office shall collaborate mainly with the **Field Technical Assistance (FTA) Division** to carry out the validation of information, as the results will input later to the Technical Assistance Plan of the various FTA teams.

SCHOOLS DIVISION LEVEL

The **School Governance and Operations Division (SGOD)** shall initiate the process of self-reflection / assessment and the generation of the SDO's WinS Management Three Star Report. The **Regional ICT Officer** will be responsible in encoding the results in the Online System which enable the **Regional office** to view the results and begin the process of validation.

2. STEPS

Similar to the school's Three Star Approach, the process for determining the extent of SDO WinS Management involves five (5) simple steps: Preparation; Self-assessment; Validation; Recognition; and Translating Results into Actions. The following section describes the processes per step and Figure 1 offers a diagram of the TSA Procedure.

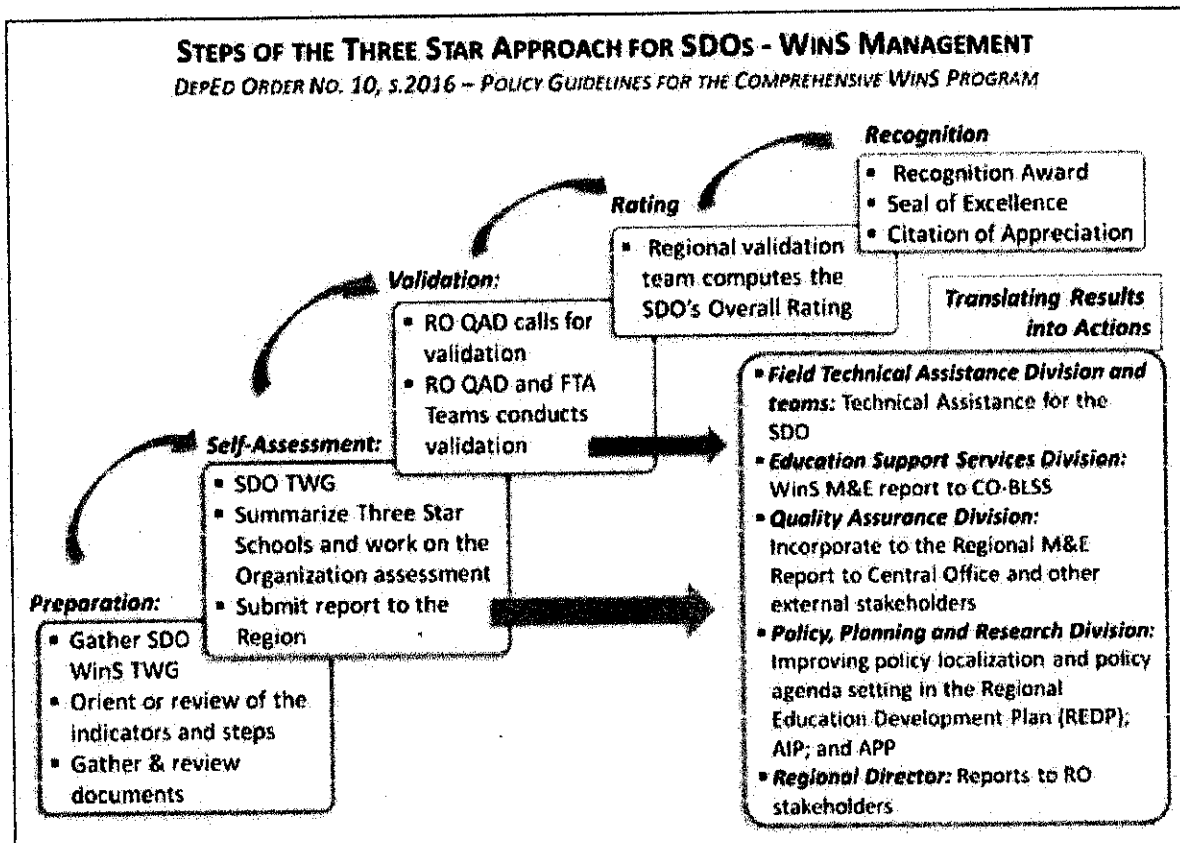


Figure 1: Steps of the Three Star Approach for SDOs - WinS Management

1. PREPARATION

The School Governance and Operation Division of the SDO shall prepare all pertinent documents for the review. The required documents are as follows:

- List of schools that improved in their Three Star Approach Rating (WinS Implementation rating)
- List of schools that met the Three Star rating
- Evidences of achieving the Organizational Enablers. These are listed as "Means of Verification of Organizational Enablers" which is found in **Attachment 6 - SDO WinS Program Management Criteria.**

When all pertinent documents are prepared, the SDO calls for the WinS TWG for a meeting to orient / review the team on the following:

- **Indicators of the SDO Three Star Approach for SDOs - Wins Program Management**
- **Steps in accomplishing the SDO WinS Monitoring Form**
- **Gathered documents pertinent to the Organizational Enablers**

2. SELF-ASSESSMENT

a. As a group, the **SDO Wins TWG** shall **accomplish** the printed **SDO WinS Monitoring Form** which contains the: (i) and School level Results; and

(ii) Organization Capacity Indicators.

To ensure that responses on the WinS Monitoring Form truly reflect the situation of the SDO, the team may review other documents, interview selected personnel, or observe WinS related activities of the SDO.

b. After accomplishing the SDO WinS Monitoring form, the SGOD sends the self-assessment report to the Regional Director via the QAD, with a copy furnished to the FTAD.

3. VALIDATION

Upon receipt of the accomplished SDO WinS Monitoring Form, the **Region QAD and FTAD Chiefs** shall alert the **FTA teams** to **validate the information**. The following are some suggested steps for validation:

- Generate from the WinS Monitoring System, the SDO report on: (i) schools with improved implementation level; (ii) those that achieved 3-Star level; and (iii) schools that attained 3-Star level for the past 3 years. From the list, randomly select the schools to visit. Visit the selected schools to determine the accuracy of report regarding the school's implementation level
- Use the "Document Analysis, Observation and Discussion (DOD)" approach to validate the information on **SDO's Organization Enablers**.

4. RATING

- The "System for the Three Star Approach for Wins Program Management" (in Excel format) had been prepared to assist each of the Regional FTA Teams in computing for the overall rating the SDO's WinS Management practice. Hence, each Regional FTA team will simply have to encode the validated information in the excel template and upload it online. The Regional IT officer may assist in the encoding process. The frame used to determine the star-rating per criteria is presented in Table 3.

TABLE 3 – FRAME FOR RATING UNDER THE THREE STAR APPROACH FOR WINS PROGRAM MANAGEMENT

CRITERIA	1-STAR	2-STAR	3-STAR	CRITERIA WEIGHT
Improvement of schools in the WinS implementation level	30 – 59% of schools	60 – 79% of schools	80 – 100 % of schools	X 30%
Schools' achievement of national standards	30 – 59% of schools	60 – 79% of schools	80 – 100 % of schools	X 20%
Organizational Enablers	Meets any 3 to 5 items in the OC criteria	Meets any 6 to 9 items in the OC criteria	Any 10 to 12 items in the OC criteria	X 50%

- Following the encoding process, each Regional FTA team generates the WinS SDO report and signs it as a form of endorsement to the Regional Director.
- The Regional QAD collects and compiles all signed endorsements and submits these to the Regional Director.

5. RECOGNITION

- Upon approval of the Regional Director, the Regional office shall award the SDOs the appropriate citation or recognition based on their final Three Star Rating. *(Refer to Section 6.0 of this document for the Types of Recognition)*
- Specific to those deserving the Seal of Excellence award, the Region shall endorse to Central Office via the BLSS the names of the SDOs to receive such recognition.
- As suggestion, the actual awarding of SDOs can be given during any annual event of the Regional Office which it is appropriate to include performance recognition.

6. TRANSLATING RESULTS INTO ACTIONS

The full value of Monitoring is achieved when developmental actions are taken given the information at hand. In order to optimize the essence of Monitoring and Quality Assurance, the analysis on the SDO's WinS Program Management Report shall be used as follows:

REGIONAL OFFICE / DIVISION	APPLICATION
Field Technical Assistance Division and teams	Technical Assistance Plan for the SDO
Education Support Services Division	WinS M&E report to CO-BLSS
Quality Assurance Division	Incorporate to the Regional M&E Report to Central Office and other external stakeholders
Policy, Planning and Research Division	Improving policy localization and policy agenda setting in the Regional Education Development Plan (REDP); AIP; and APP
Regional Director	Reports to RO stakeholders (including the RDC)

6. TYPES OF RECOGNITION

Recognition of WinS Program Management practices and results are as follows:

a. **Citation of Appreciation** is given to a Schools Division Office for having improved in the level of WinS Management. This means movement to a higher level from the previous rating year. The Citation of Appreciation shall be signed by the Regional Director.

b. **Recognition Award** is given to a Schools Division Office for achieving the indicators on outstanding management and technical assistance to schools; and the result of which is the schools' observance of WinS national standards. This translates to reaching a **3 – Star Level of WinS Program Management**.

c. **Seal of Excellence** is awarded to a Schools Division Office for having successfully **maintained a 3 – Star Level of WinS Program Management** over a period of 3 straight years.