



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



September 14, 2021

**Regional Memorandum**

**CALABARZON WASH IN SCHOOLS RECOGNITION PROCESS FOR THE AWARDING  
OF THE SEAL OF EXCELLENCE 2021**

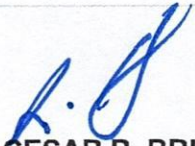
To: **All Schools Division Superintendents**

1. Relative to DepEd Order 10 s. 2016 entitled **Policy and Guidelines on the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program** and OUA Memo 00-09021-0015 **Wash In Schools Recognition Process for the Awarding of the Seal of Excellence 2021**, this Office issues the following guidelines to recognize the Schools which have attained 3 star ratings for the Regional Recognition Award and recommend those Schools which have maintained 3 star ratings for the past 3 years for the Seal of Excellence.
2. Attached are the following documents for easy reference:
  - **Enclosure A:** OUA Memo 00-09021-0015 Wash In Schools Recognition Process for the Awarding of the Seal of Excellence 2021.
  - **Enclosure B:** CALABARZON WASH in Schools Recognition Process for Recognition Award (given to Schools which have reached 75 - 100% of the WinS indicators, recognition awarded and signed by the Regional Director).
  - **Enclosure C:** For Seal of Excellence Nomination (awarded to a school that has maintained its 3-star rating for at least 3 consecutive years, awarded by the Central Office).
  - **Enclosure D:** Timeline of CALABARZON Wash in Schools Recognition Process for the Awarding of the Seal of Excellence 2021.
  - **Enclosure E:** Timeline of CALABARZON Wash In Schools Recognition Process for the Recognition Award for Schools who reached 3 Star Rating.
3. For questions and clarifications, you may contact Pearl Oliveth S. Intia, Medical Officer IV at 09178110690 and at [pearl.intia@depd.gov.ph](mailto:pearl.intia@depd.gov.ph).
4. Immediate and widest dissemination of this Memorandum is desired.

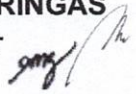


**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

Trunkline: 02-8682-5773/8684-4914/8647-7487  
Website: [depdcalabarzon.ph](http://depdcalabarzon.ph)  
Document Inquiry : <https://r4a-teadoc.com/inquire>  
Facebook: DepEd R-4A Calabarzon



**FRANCIS CESAR B. BRINGAS**  
Regional Director



essd/poi



**Enclosure A: OUA Memo 00-09021-0015 Wash In Schools Recognition Process  
for the Awarding of the Seal of Excellence 2021**



OUA00-09021-0015  
To assist in the identification of documents,  
please scan the QR code.

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0921-0015**  
**MEMORANDUM**  
31 August 2021

**For: Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Regional and Division WinS Coordinators  
Public Schools District Supervisors  
Principals and School Heads  
All Others Concerned**

**Subject: WASH IN SCHOOLS PROGRAM'S RECOGNITION PROCESS  
FOR THE AWARDING OF SEAL OF EXCELLENCE 2021**

The Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) ensures that a well-established recognition system is in place for the implementation of the WASH in Schools (WinS) Program. This is to underscore the importance of appreciating collective efforts that lead to the successful and topnotch implementation of the said program.

In this regard, the BLSS-SHD recommends adoption of the WinS Program's recognition process for recipients of the first Seal of Excellence award.

Attached are the following documents for ready reference: (1) Complete Staff Work; (2) Annex A: Timeline for Seal of Excellence Validation and Awarding; and (3) Annex B: Sample Template for Self-nomination.

For more information, queries and concerns on the abovementioned subject, please contact Dr. Maria Corazon C. Dumlaog (Chief Health Program Officer) or Mr. Vonerich B. Berba (Education Program Specialist II) of BLSS-SHD through (02) 8632 9935 and email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).

For immediate and appropriate action.

**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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## COMPLETE STAFF WORK

### WATER, SANITATION AND HYGIENE IN SCHOOLS PROGRAM'S RECOGNITION PROCESS FOR THE AWARDING OF SEAL OF EXCELLENCE 2021

#### I. BACKGROUND INFORMATION

##### A. Rationale

The WASH in Schools (WinS) Program aims to contribute to the overall goal of achieving learning and health outcomes and improving school attendance of students through a comprehensive, sustainable, and scalable school-based water, hygiene, sanitation, and deworming program. As a holistic and comprehensive program, WinS specifically targets the development and promotion of (i) correct hygiene and sanitation practices among school children; and (ii) clean environment in and around schools to keep learners safe and healthy.

The key strategy is to enable ALL schools to comply with the set of standards for proper and correct health practices, which covers the following:

1. Water (potable water for drinking, clean water for cleaning)
2. Sanitation (waste management, environmental sanitation; food sanitation)
3. Hygiene (Oral hygiene, proper handwashing, menstrual hygiene management)
4. Deworming
5. Health education

In 2016, DepEd Order No. 10, s. 2016 titled *Policy and Guidelines on the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program* was issued with the objective of providing a healthy and conducive learning environment for Filipino learners. The policy introduced basic requirements and standards that schools should have access to and implementation of healthy routines in schools to keep learners healthy and fit for learning.

The DepEd adopted the Three-Star Approach, which introduced an integrated system for quality assurance, monitoring and merit system.

Since 2017, DepEd, with the support of WASH in Schools Technical Working Group (WinS TWG)<sup>1</sup> and other partners, conducted a series of capacity building activities for DepEd Regional Offices (ROs) and provided technical assistance in the full implementation of the WinS Program.

<sup>1</sup>Core members of the WinS TWG consist of the Bureau of Learner Support Service – School Health Division (lead), UNICEF, GIZ, and Save the Children Philippines.





During the past three school years covering 2017 to 2020, significant milestones were already made by DepEd in the implementation of the WinS Program. The 2020 WinS Online Monitoring System reports that 88% of schools participated in the monitoring, which is an increase of 22% from the baseline in SY2017-2018. Participation in WinS monitoring also reveals impressive improvements with a significant increase of schools meeting national WinS standards and reaching three-star levels from 41 schools in SY2017-2018 to nearly 1,000 schools in SY2019-2020.

## B. WinS Recognition System

As per WinS policy, part of the responsibility of the DepEd Central Office (CO) through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) is to “establish a set of standards for incentives and awards to recognize outstanding program implementers.” The WinS Three-Star Recognition System was established to put premium to both the improvement efforts of the school community as well as the results of these efforts. There are three types of recognition of the school’s WinS implementation as described below:

1. The **Citation of Appreciation** is given to a school for improving its star level rating measured by implementation quality and compliance with WinS standards. This translates to movement to a higher star level rating from the previous year’s rating. The Citation of Appreciation shall be awarded and signed by the Schools Division Superintendent.
2. The **Recognition Award** is given to a school for reaching the national standards. This translates to reaching the three-star level of WinS Program Implementation (achieving between 75 to 100% of WinS indicators). The Recognition shall be awarded and signed by the Regional Director.
3. The **Seal of Excellence** is awarded to a school for successfully maintaining its status as a Three – Star School for at least three straight years. The Seal of Excellence shall be issued by the Central Office.

With the fourth school year (2020 to 2021) of implementing the WinS Program, the DepEd through the BLSS-SHD will identify schools that shall be awarded the first Seal of Excellence.

## II. LEGAL BASIS/REFERENCES

- A. DepEd Order No.10, s. 2016 titled *Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools Program (WinS) Program*
- B. DepEd Memorandum No. 194, s. 2018 titled *Implementing Guidelines to DepEd No. 10 s. 2016*





### III. PROCESS OF SEAL OF EXCELLENCE RECOGNITION AND AWARDING

Based on the existing process and mechanisms under the WinS Three-Star Recognition System, below are the steps towards awarding the Seal of Excellence:

- A. Following the generation of the WinS Report, the school may alert the Schools Division Office (SDO) about the accomplished self-assessment report.
- B. The SDO will then validate the WinS report of schools and identify those that registered a Three-Star rating which was sustained over the past three school years (2017-2018, 2018-2019, 2019-2020). The **validation process should be aligned and integrated to the usual school monitoring and technical assistance activities/cycle of the SDO.**
- C. After the validation of school results, the SDO shall ensure endorsement and communication of the validated list of school/s as candidate/s for Seal of Excellence to the RO (e.g., WinS Regional Advisory Board or to the *Oplan Kalusugan sa DepEd* TWG) for review and endorsement to DepEd CO through the BLSS-SHD.

The RO has the **option** to conduct a review of the candidate school/s through ANY the following:

1. Review of submitted supporting documents (e.g., self-assessment report, pictures, videos)
  2. Accessing the WinS OMS in the covered school years
  3. Conduct a physical or virtual school visit, and/or interviews (e.g., Focus Group Discussion, Key Information Interviews)
- D. The Regional Director will formally endorse the candidate school/s to the CO through the Office of the Secretary, with copies furnished to the BLSS and SHD. The CO will evaluate the submission for the recognition of the Seal of Excellence.
  - E. A communication letter will be sent to the school through the RO.

### IV. AWARDING CEREMONY

The awarding of the Seal of Excellence shall be done virtually via online platforms (e.g., Google Meet, MS Teams, Zoom, etc.). Representatives from the school (e.g., School WinS TWG), SDO (e.g., SDO WinS TWG), RO (e.g., RD, WinS RAB or OKD RO TWG), LGU representatives, and other school community stakeholders may be invited upon proper communication and endorsement to the SDO.



For schools and DepEd offices that will join the ceremony in groups of people, strict health and safety protocols in accordance with DO 14, s. 2020 shall be implemented.

Awards shall be in a form of certificate and/or complementary incentives subject to the availability and legality of utilizing DepEd funds.

Note that should conditions allow for the next year, the Seal of Excellence awarding will be done in-person.

## V. POTENTIAL BENEFITS

The awarding ceremony for the recipients of the first Seal of Excellence shall enable schools to continuously improve and strive to reach and sustain the most coveted three-star status that indicates meeting the global standards in the implementation of WASH in the context of schools.

## VI. RECOMMENDATION

Adoption of the WinS Program recognition process for the first Seal of Excellence is recommended.

Reviewed by:

**MARIA CORAZON C. DURLAO**  
Chief  
School Health Division

Noted:

**LOPE B. SANTOS III**  
OIC-Director IV  
Bureau of Learner Support Services

Approved:

**ALAIN DEL B. PASCUA**  
Undersecretary for Administration



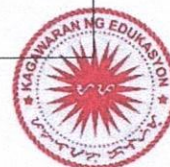
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For further details, please scan the QR Code.





**Annex A****Timeline for Seal of Excellence Validation and Awarding****Nomination and Review Process for the  
WASH in Schools Seal of Excellence Recognition for 2021**

Step	Office Responsible	Document(s) to be issued	Expected Result	Timeframe/ Remarks
1. Self-nomination	School	<ul style="list-style-type: none"> <li>Excel files of OMS Three-star rating covering the three-year period</li> <li>Cover letter to SDO</li> </ul>	The SDO receives school self-nomination.	30 August – 10 September 2021
2. Validation of three-star rating	SDO	<ul style="list-style-type: none"> <li>Results of validation</li> <li>List of qualified schools</li> </ul>	The data of nominees are validated.	30 August – 17 September 2021 <i>*Validation can be done as soon as self-nomination letters are received.</i>
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>List of nominated schools</li> <li>Supporting data/documents</li> <li>Endorsement letter by SDS to RO</li> </ul>	The RO receives lists of school nominees.	07 – 23 September 2021
4. Review of qualified nominees	RO	<ul style="list-style-type: none"> <li>Results of review</li> <li>List of qualified nominees</li> </ul>	The nominees are confirmed.	23-30 September 2021
5. Endorsement of nominees to CO	RO	<ul style="list-style-type: none"> <li>List of nominees</li> <li>Endorsement letter by RD to OUA, copies furnished to the BLSS and SHD</li> </ul>	The OUA receives lists of school nominees from ROs.	30 September 2021
6. Review and confirmation of regional nominees	OSEC to OUA through BLSS and SHD	<ul style="list-style-type: none"> <li>List of confirmed awardees</li> <li>Endorsement letter to OUA</li> <li>DepEd Memo on awardees</li> </ul>	The awardees are confirmed.	30 September – 14 October 2021
7. Awarding/ transmittal of citations	OSEC	<ul style="list-style-type: none"> <li>Signed certificates/letter of citation</li> </ul>	The awardees are announced. Citations are received by schools.	October <i>*TBA</i>





**Annex B****Sample Template for Self-Nomination**

TO: <<SDO SUPERINTENDENT>>  
<<SDO>>

ATTN: <<SCHOOL HEALTH OFFICE>>

FROM: <<SCHOOL>>

SUBJECT: WINS SEAL OF RECOGNITION AWARDS SELF NOMINATION 2021

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Dear <<SDO SUPERINTENDENT>>,

We are pleased to submit our school, <<SCHOOL>> to be considered for the WINS SEAL OF EXCELLENCE AWARD for 2021.

Attached herewith is the nomination form and the supporting documents for your review and validation.

<<LIST OF DOCUMENTS>>

Sincerely yours,

<<SCHOOL HEAD>>  
<<SCHOOL>>  
<<SDO>>



**1<sup>st</sup> Wins Seal of Excellence Awards 2021  
Self-Nomination Form**

REGION	
SDO	
NAME OF SCHOOL	
ADDRESS	
NAME OF SCHOOL HEAD	
EMAIL OF SCHOOL/ SCHOOL HEAD	
CONTACT NUMBER OF SCHOOL/ SCHOOL HEAD	
NAME OF SCHOOL WINS FOCAL (if different from School Head)	
EMAIL SCHOOL WINS FOCAL (if different from School Head)	
CONTACT NUMBER OF SCHOOL WINS FOCAL (if different from School Head)	

\_\_\_\_\_  
Printed Name and Signature of School Head

\_\_\_\_\_  
Date

**Attachments:**

1. WinS Monitoring Forms for 2017-2018, 2018-2019, 2019-2020
2. Pictures
3. Video (optional)
4. Other Supporting Documents





**Enclosure B: CALABARZON WASH in Schools Recognition Process FOR RECOGNITION AWARD (given to Schools who have reached 75-100% of the WinS indicators, recognition awarded and signed by the Regional Director)**

1. All documents submitted should be properly labeled (SDO - School name) and uploaded to google drive [bit.ly/WINS4AAWARDING](https://bit.ly/WINS4AAWARDING) to your specific SDO folder
2. Each school document/s placed in a separate folder
3. Documents to be submitted electronically are;
  - a. School Self-Assessment Form (excel)
  - b. Video presentation or pictures following the sequence of the Self-Assessment Form, with number of indicator properly indicated in the video or picture (mp4 format, maximum of 3 min)
  - c. List of nominated schools with checklist of documents enclosed. Fill out <https://bit.ly/LIST2021WINSNOMINEES>
4. SDO WinS focal persons to ensure the correctness and completeness of documents.

**Enclosure C: FOR SEAL OF EXCELLENCE NOMINATION (awarded to a school that has maintained its 3 star rating for at least 3 consecutive years, awarded by the Central Office)**

1. All documents submitted should be properly labeled (SDO-School name) and uploaded to google drive [bit.ly/WINS4AAWARDING](https://bit.ly/WINS4AAWARDING) to your specific SDO folder
2. Each school document/s placed in a separate folder
3. Documents to be submitted electronically are;
  - a. School Self-Assessment Form (excel) 2017-2018; 2018-2019; 2019-2020
  - b. Video presentation or pictures following the sequence of the Self-Assessment Form, with number of indicator properly indicated in the video or picture (mp4 format, maximum of 3 min)
  - c. List of nominated schools with checklist of documents enclosed. Fill out <https://bit.ly/LIST2021WINSNOMINEES>
4. SDO WinS focal persons to ensure the correctness and completeness of documents.

**Enclosure D: TIMELINE OF CALABARZON WASH IN SCHOOLS RECOGNITION PROCESS FOR THE AWARDING OF THE SEAL OF EXCELLENCE 2021 (adapted from Annex A OUA Memo 00-09021-0015 Wash in Schools Recognition Process for the Awarding of the Seal of Excellence 2021)**

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe/Remarks
1. Self-nomination	School	<ul style="list-style-type: none"> <li>Excel files of OMS 3 star rating covering the 3 year period</li> </ul>	SDO receives school self-nomination	30 August-10 September 2021
2. Validation of 3 star rating	SDO	<ul style="list-style-type: none"> <li>Results of validation</li> <li>List of Qualified schools</li> </ul>	Data of nominees are validated	20 August to 17 September 2021 *Validation can be done as soon as self-nomination letters are received
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>List of nominated Schools</li> <li>Supporting Documents/data</li> <li>Endorsement letter by SDS to RO</li> </ul>	RO receives lists of School nominee	7-23 September
4. Review of qualified nominees	RO	<ul style="list-style-type: none"> <li>Results of review</li> <li>List of qualified nominees</li> </ul>	Nominees are confirmed	24-30 September 2021
5. Endorsement of nominees to CO	RO	<ul style="list-style-type: none"> <li>List of nominees</li> <li>Endorsement letter by RD to OUA, copies furnished to the BLSS and SHD</li> </ul>	The OUA receives lists of school nominees from Ros	1 October 2021



**ENCLOSURE E: TIMELINE OF CALABARZON WASH IN SCHOOLS RECOGNITION PROCESS FOR THE RECOGNITION AWARD FOR SCHOOLS WHO REACHED 3 STAR RATING**

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe/Remarks
1. Self-nomination	School	<ul style="list-style-type: none"> <li>Excel files of OMS 3 star rating</li> </ul>	SDO receives school self-nomination	30 August-10 September 2021
2. Validation of 3 star rating	SDO	<ul style="list-style-type: none"> <li>Results of validation</li> <li>List of Qualified schools</li> </ul>	Data of nominees are validated	20 August to 17 September 2021 *Validation can be done as soon as self-nomination letters are received
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>List of nominated Schools</li> <li>Supporting Documents/data</li> <li>Endorsement letter by SDS to RO</li> </ul>	RO receives lists of School nominee	7-23 September
4. Review of qualified nominees	RO	<ul style="list-style-type: none"> <li>Results of review</li> <li>List of qualified nominees</li> </ul>	Nominees are confirmed	24-30 September 2021
5. Issuance of Recognition Award Certificate by the Regional Director	RO	<ul style="list-style-type: none"> <li>List of awardees</li> <li>Recognition Award Certificate</li> </ul>	The SDO receives the Recognition Awards Certificates and forwards to the Schools	18 October 2021