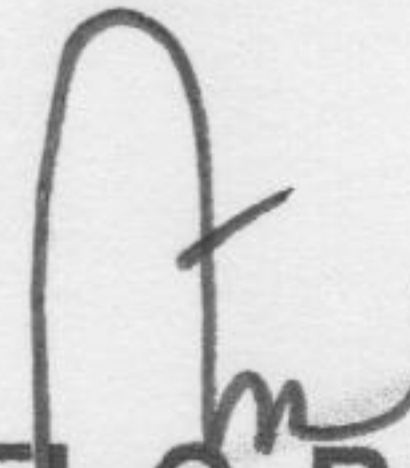


MEMORANDUM

To : Public Schools District Supervisors
Selected Public Elementary School Heads
Selected Clinic Teachers and Physical Facilities Coordinators
Selected GPTA Representatives
All Others concerned

From : 
DR. ROMMEL C. BAUTISTA, CESOMI
School Division Superintendent

Subject: **Water, Sanitation, and Hygiene (WASH) in Schools Orientation and Maintenance Planning Workshop**

Date : February 2, 2016

Please be informed that there will be *WASH in Schools Orientation and Planning Workshop* on February 19 - 20 (Friday to Saturday) from 8:00am to 5:00pm. The venue will be announced a week before the said activity.

The WASH in Schools Orientation aims to:

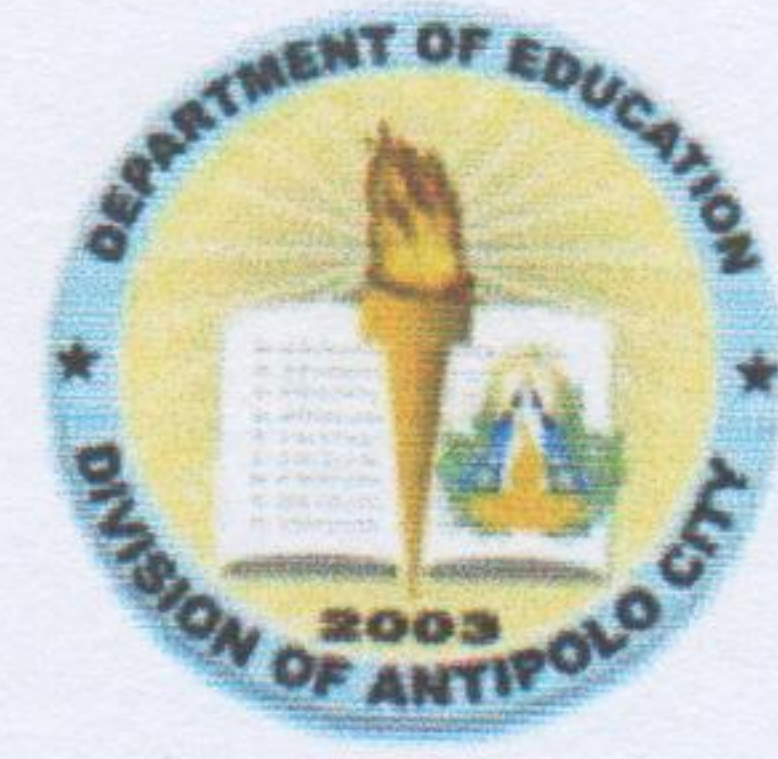
1. appreciate the relevance of WASH in Schools concepts at the School level.
2. understand the role of different stakeholders on WASH in schools including children participation.
3. discuss the technology options for WASH in Schools.
4. introduce monitoring and evaluation system for WASH in schools.

The target schools and the participants are listed hereunder.

No.	School	Participants	Date	Venue
1	Bagong Nayon 1 Elementary School	School Head, Clinic Teacher, Physical Facilities Coordinator, and GPTA Officers	February 19-20,2016	To be announced
2	Old Boso-boso Elementary School			
3	Tanza Elementary School			
4	Sta. Cruz Elementary School			
5	San Isidro Elementary School			
6	San Antonio Elementary School			
7	Lores Elementary School			
8	Muntindilaw Elementary School			
9	Division of Antipolo			

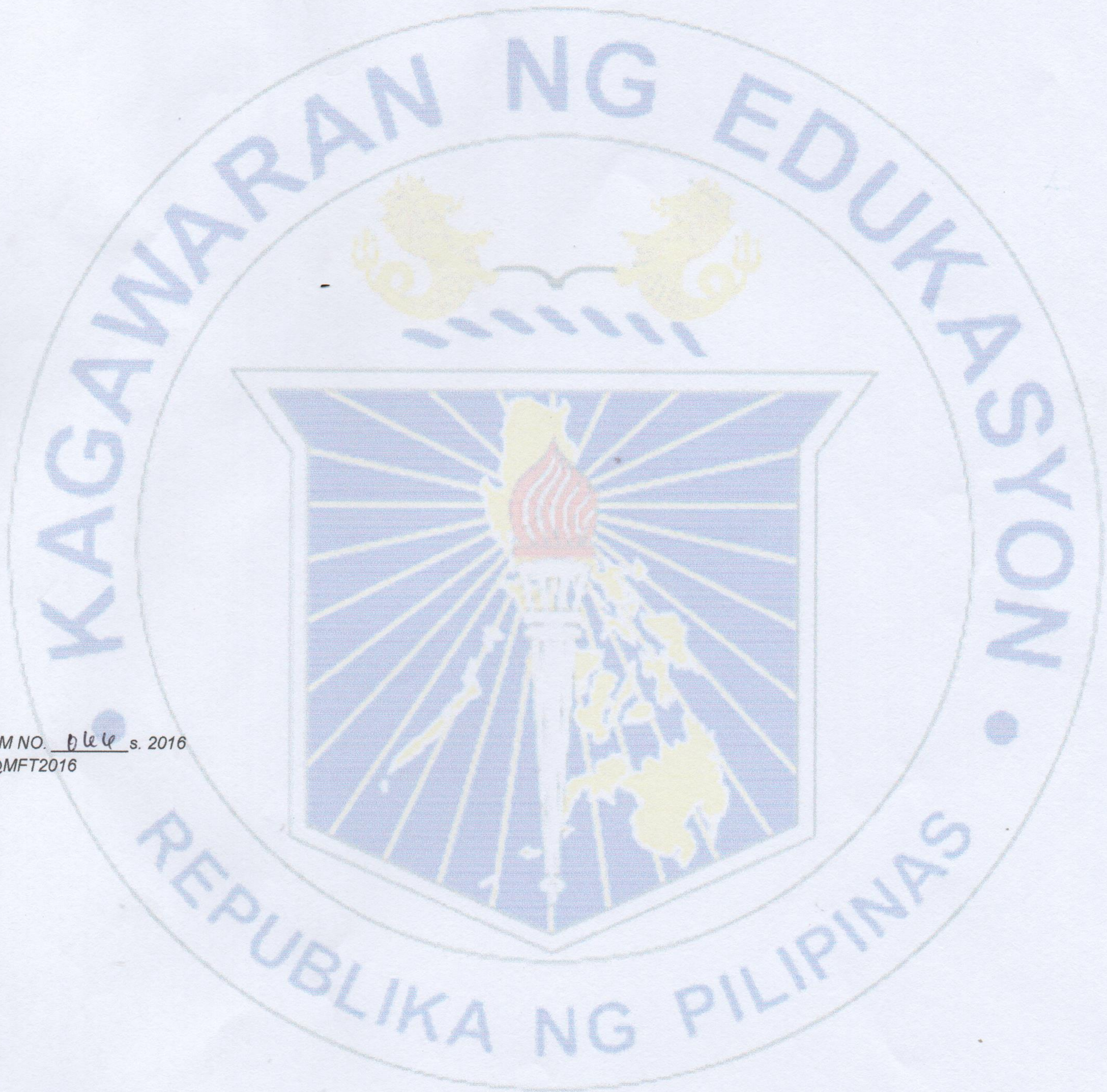


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Antipolo City



Attached is a letter from Karleen May C. Reodique, Area Coordinator of Kids SHINE project Save the Children for your reference.

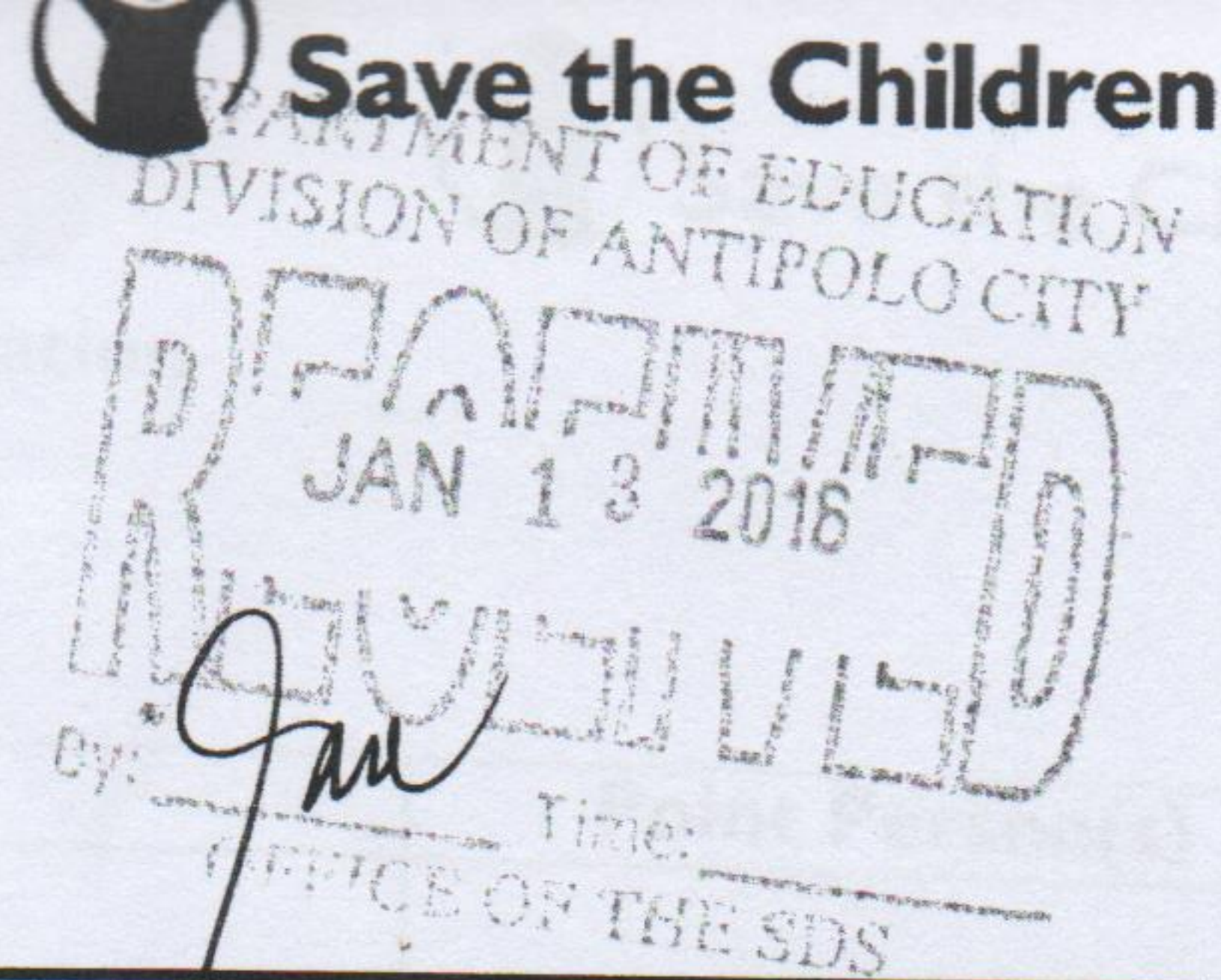
Immediate dissemination of this Memorandum is desired.



UM NO. 064 s. 2016
@MFT2016

January 13, 2016

To: **Dr. Rommel C. Bautista**
School Division Superintendent
Division of Antipolo
Department of Education



Subject: Letter of Request for Approval to conduct WASH in Schools Orientation in 8 Save the Children-assisted schools.

Dear Dr. Bautista,

Greetings!

We would like to request your permission to conduct Water, Sanitation, and Hygiene (WASH) in Schools Orientation in 8 Save the Children-assisted schools on **February 19 – 20, 2016** from **9:00 – 5:00pm**. Venue will be announced a week before the activity.

Save the Children in partnership with the School Health and Nutrition Unit and Engineering Unit of DepEd Division of Antipolo looks into addressing WASH concerns in order to improve the health and educational outcomes of children. Generally, the activity aims to orient Save the Children-assisted schools on WASH in Schools that will guide school officials to ensure effective implementation of WASH related activities including promotion of hand washing and tooth brushing, WASH operation and maintenance monitoring system, and policy enhancement of WASH programs in schools such as incorporation of construction and repair in their Work and Financial Plan, School Improvement Plan and Annual Implementation plan.

Below are the list of schools and participants expected in this event. We would like to request **Ms. Myla F. Tupas**, OIC – Health and Nutrition, and **Engr. Madiel Verzola**, Engineer III, for the activity. Also, we would like to request assistance for the monitoring and evaluation of the activity.

No.	School	Participants
1	Bagong Nayon I Elementary School	School Head, Clinic Teacher, Physical Facilities Coordinator, and GPTA Officers
2	Old Boso-boso Elementary School	
3	Tanza Elementary School	
4	Sta. Cruz Elementary School	
5	San Isidro Elementary School	
6	San Antonio Elementary School	
7	Lores Elementary School	
8	Muntindilaw Elementary School	

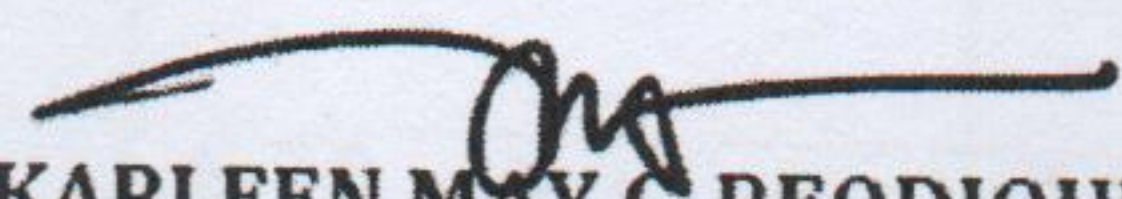
Kindly see attached Activity Design for your reference.

Should there be queries and concerns please contact me through my mobile number 0917-5217917 or through my email address karleen.reodique@savethechildren.org

We are hoping for a favorable response in this matter.

Thank you very much for the continuous support in the health and nutrition program!

Sincerely yours,


KARLEEN MAY C. REODIQUE

Area Coordinator – Kids Shine Project
Luzon Program Office
Save the Children

Save the Children Philippines
<http://www.savethechildren.org.ph>
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1040 Midland Bldg., EDSA, Magallanes Village,
Makati City, Philippines
Tel. #: +63 02 8532142

Luzon Program Office
Fourth Floor Sunnymede IT Center Building, 1614 Quezon Avenue,
Quezon City, Philippines
Tel. #: (+632) 373 4360/ 343 4362/ 343 4364

PROGRAM OF ACTIVITIES

Date	Time	Duration	Activity/Topic	Point Person(s)	
DAY 1	8:30AM to 9:00AM		Arrival and Registration of Participants Individual Photo		
	9:00AM to 9:05AM	15 mins	Opening Program -Moment of silence (Optional) -Welcome Remarks -Introduction of Participants		
	9:15 - 9:45	30 mins	Leveling of Expectation Expectation about the: 1. Topic 2. Facilitators/trainers 3. Co-participants House Rules (to be identified/defined by participants) - Mobile phone silent - Phone calls (step outside) - Texting (minimal, only if important) - Listen to speaker, raise hand for questions - Questions not answerable, park Safety and Security Briefing - Venue features - Fire exit / evacuation route - Clinic or health personnel, first aid kit - Contact numbers Who is Save the Children? Working Break		
	9:45 – 10:00	15 mins	Pre-test		
	10:00 – 11:00	1 hour	Module 1: Introduction to School Health and Nutrition Program		
	11:00-11:30	30 mins	Activity 1: What do you know about "Water, Sanitation and Hygiene"?		
	11:30-12:00	30 mins	Module 2: Introduction to WASH in Schools (WinS)		
	12:00 – 1:00		Lunch Break		
	1:00 – 2:00	1 hr	Module 3: Stakeholders in WASH in Schools		
	2:00 – 3:00	1 hr	Module 4: Behavior Change and Children's Participation in WinS		
	3:00 – 3:30	30 mins	Activity 2: F-Diagram		
	3:30 – 4:00	30 mins	Module 5: Technology Options for WASH in Schools		
			Snack/Break		
	4:00 – 4:30	30 mins	Module 6: Operation and Maintenance of WASH in Schools		
	4:30 - 4:40		Group Photo		
			End of Day 1		
	DAY 2	8:30 – 9:00	30 mins	Arrival of Participants and Registration Individual Photo	
		9:00 – 9:30	30 mins	Recap of Day 1	
9:30 – 10:00		30 mins	Activity 3: Diseases related to WASH		
10:00 - 10:15		15 mins	Break		
10:15 – 11:15		1 hr	Module 7: Special Topics for Girls		
11:15 – 12:00		45 mins	Module 8: Monitoring and Evaluation		



Save the Children

12:00 - 1:00	1 hr	Lunch Break	
1:00 - 2:00	1 hr	Module 9: Sustaining WASH in Schools	
2:00 - 2:15	15 mins	Post Test	
2:15 - 2:30	15 mins	Training Evaluation	
2:30 - 3:00	1 hr	Moving forward (Next Steps) Awarding of Certificates Closing Remarks	
3:00PM	End of Training		