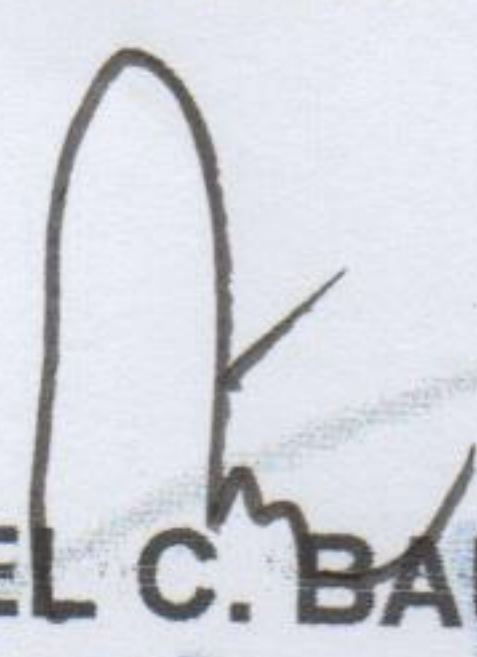


**MEMORANDUM**

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

From:  **DR. ROMMEL C. BAUTISTA, CESO VI**  
School Division Superintendent

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

Date: February 2, 2016

Please be informed that there will be *WASH in Schools Operation and Maintenance Planning Workshop* on February 26-27, 2016 (Friday-Saturday) & March 5, 2016 (Thursday) from 8:00am to 5:00pm.

The WASH in Schools Operation and Maintenance (O&M) Planning Workshop aims to:

1. develop an Operation and Maintenance Plan in each school.
2. appreciate WASH assessments and planning process regarding the O&M including role identification of various stakeholders.
3. identify possible resources needed to implement the O&M Plan.

The schedule of target schools and the participants are listed hereunder:

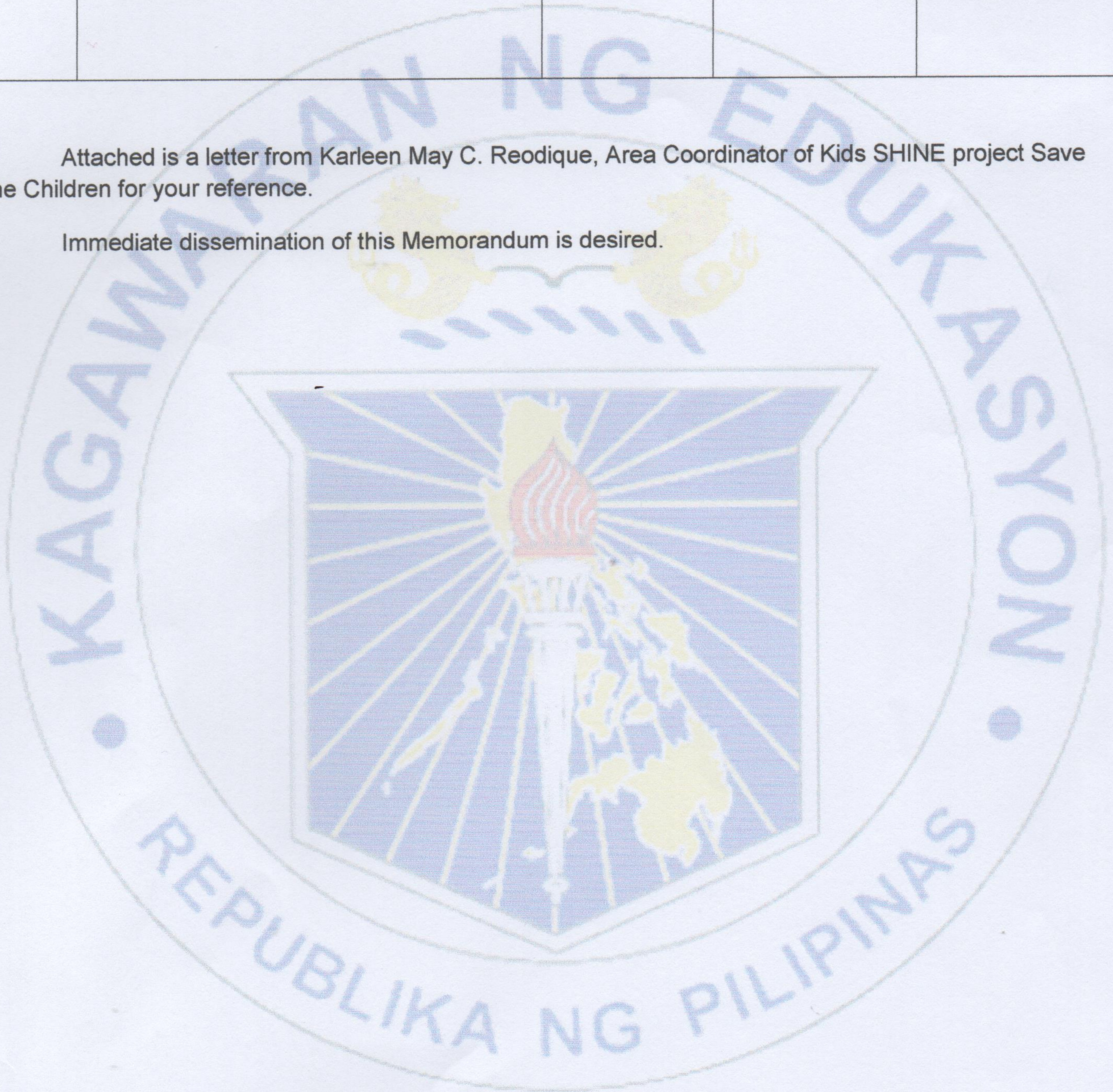
Cluster No.	School	Date	Venue	Participants
1	Bagong Nayon 1 Elementary School	February 26, 2016	Bagong Nayon 1 ES	Clinic Teacher, Physical Facilities Coordinator, School Utility, and GPTA Representative
	Bagong Nayon 2 Elementary School			
	Bagong Nayon 4 Elementary School			
	Sta. Cruz Elementary School			
	Mambugan Elementary School			
	Muntindilaw Elementary School			
2	San Isidro Elementary School	February 27, 2016	Lores ES	
	Peace Village Elementary School			
	Lores Elementary School			
	Isaias Tapales Elementary School			
	San Luis Elementary School			
	San Antonio Village Elementary School			
3	Cupang Main Elementary School	March 5, 2016	Tanza ES	
	Cupang Annex Elementary School			
	Sumilang Elementary School			
	Old Boso-boso Elementary School			
	Inuman Elementary School			
	Tanza Elementary School			
	Cabading Elementary School			
4	<b>Division Office of Antipolo:</b>	February 26 - 27, 2016 March 5, 2016		<b>Mrs. Myla F. Tupas</b> OIC - Health and Nutrition



				<p><b>Engr. Madiel Verzola</b> Engineer III</p> <p><b>Mrs. Isabel M. Gonzales</b> SEPS - Monitoring and Evaluation</p>
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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.





January 13, 2016

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

DEPARTMENT OF EDUCATION  
 DIVISION OF ANTIPOLO CITY  
**RECEIVED**  
 JAN 13 2016  
 [Signature]  
 [Stamp]

<b>Subject:</b>	Letter of Request for Approval to conduct WASH in Schools Operation and Maintenance Planning Workshop in 19 Save the Children on February 20 and 27, and March 5, 2016.
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Dear Dr. Bautista,

Greetings!

We would like to request your permission to conduct Water, Sanitation, and Hygiene (WASH) in Schools Operation and Maintenance Planning Workshop in 8 Save the Children-assisted schools on **February 26 and 27**, and **March 5, 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. The activity aims to develop an Operation and Maintenance Plan by capacitating key school personnel in describing and analyzing O&M mechanisms, challenges, and gaps in their schools, identifying and defining roles of various stakeholders in the operationalization of the O&M Plan, and identifying possible resources needed to implement the O&M Plan.

Below are the list and schedule 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.

Cluster No.	School	Date	Participants
1	Bagong Nayon 1 Elementary School	February 26, 2016	Clinic Teacher, Physical Facilities Coordinator, School Utility, and GPTA Representative
	Bagong Nayon 2 Elementary School		
	Bagong Nayon 4 Elementary School		
	Sta. Cruz Elementary School		
	Mambugan Elementary School		
	Muntindilaw Elementary School		
2	San Isidro Elementary School	February 27, 2016	
	Peace Village Elementary School		
	Lores Elementary School		
	Isaias Tapales Elementary School		
	San Luis Elementary School		
	San Antonio Village Elementary School		
3	Cupang Main Elementary School	March 5, 2016	
	Cupang Annex Elementary School		
	Sumilang Elementary School		
	Old Boso-boso Elementary School		
	Inuman Elementary School		
	Tanza Elementary School		
	Cabading Elementary School		

Kindly see attached Activity Design for your reference.

**Save the Children Philippines**

<http://www.savethechildren.org.ph>

National Office

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





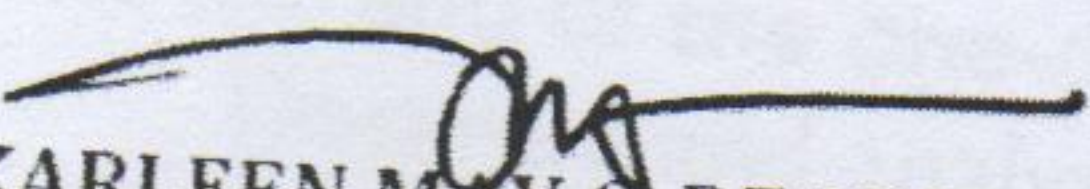
Save the Children

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





# WASH Facilities Operation and Maintenance Planning

## I. Workshop Rationale

## II. General Workshop Objective

## III. Specific Objective

- At the end of the one-day workshop the participants will be able to:
- Describe and analyze the current O&M mechanism, challenges and gaps in their school;
  - Develop an O&M Plan
  - Identify and define the roles of the various stakeholders in the operationalization of the O&M plan
  - Identify the possible resources needed to implement the O&M plan

## IV. Duration

8 hours

## V. Participants

Expected participants are the following:

- School principal
- School physical facilities coordinator or focal person
- School clinic teacher
- Parent-Teacher Association
- School utility
- Member of SGC or school committee

## VI. Methodology

Learning will be facilitated with various learning methodologies:

- Presentation using audio-visual aids
- Small Group Discussion and Presentation/Plenary Sessions
- Workshop method

## VII. Workshop Outline

Time	Duration	Activity/Topic	Notes:
3:30AM		Arrival and Registration of Participants	
0:00AM		Individual Photo	
00AM	15 mins	<b>Opening Program</b> -Moment of silence (Optional) -Welcome Remarks -Introduction of Participants	
15AM	15 mins	<b>Leveling of Expectation</b>	Expectation about the: 1. Topic 2. Facilitators/trainers 3. Co-participants
		<b>House Rules</b>	(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
		<b>Safety and Security Briefing</b>	- Venue features - Fire exit / evacuation route - Clinic or health personnel, first aid kit





			- Contact numbers
9:30 - 10:00	1 hour	<b>Module 1: Introduction to Water, Sanitation and Hygiene in Schools</b>	Recap from WinS training module
10:00-10:15	15 mins	<b>Break</b>	
10:15-11:00	45 mins	<b>Activity 1:</b> Mapping and Identification of WASH facilities in the school	<ul style="list-style-type: none"> <li>- Participants will be grouped per school</li> <li>- Provide participants with manila paper, marking pen, crayons or colored paper, scissors, glue</li> <li>- Ask the group to draw a site plan of their school reflecting the buildings and physical facilities within the schools</li> <li>- Using agreed label or markers, reflect on the map the WASH facilities the school has</li> <li>- Allow each group to present their school map</li> <li>- Synthesis is to compare common facilities and unique facilities.</li> </ul>
11:00-12:00	1 hr	<b>Activity 2:</b> Identifying existing O&M of WASH facilities in schools	<ul style="list-style-type: none"> <li>- Participants will be grouped per school</li> <li>- Provide participants with manila paper, marking pen</li> <li>- Ask the group to identify the list of WASH facilities they identified in their school map and tabulate</li> <li>- Per facility in the table, identify the current O&amp;M (separate operation and maintenance) schemes existing in the school</li> <li>- Allow the participants to present their outputs</li> </ul>
2:00 - 00	Lunch Break		
10 - 0	1 hr	<b>Module 2:</b> Operation and Maintenance of WinS Facilities	
0 - )	1 hr	<b>Activity 3:</b> Identifying the challenges in O&M per schools	<ul style="list-style-type: none"> <li>- With the same group, provide them with meta cards and marking pen</li> <li>- Ask the group to identify challenges and gaps in O&amp;M of their WASH facilities</li> <li>- Present it to the group</li> </ul>
-	15 mins	Break	
	1 hr	<b>Activity 4:</b> Developing a WinS O&M Plan	<ul style="list-style-type: none"> <li>- Using the tables on Facilities and O&amp;M, ask the participants to develop and complete their O&amp;M plan per facility</li> <li>- Present the template for O&amp;M to the participants, and discuss how to align the template to their school plans and budget formulation</li> <li>- Ask the participants to present their O&amp;M plan</li> </ul>
	30 mins	Presentation of group outputs	
	5 mins	Identification of next steps	