

Date: July 2, 2018

School Memorandum No. \_\_\_\_\_ s. 2018

From: Office of the Principal

To: School SBM – WINS Coordinator, Teachers, Parents, and Pupils

Subject: Strengthening the SBM - WINS Implementation

1. To strengthen the implementation of SBM WinS the following measures must be observed:
2. **Water Access**
3. School SBM WinS coordinator shall facilitate the regular testing of water.
4. Water testing must be done every August and February or when need arises.
5. School shall allot an amount from its income generating project for the payment of its water bill.
6. The school shall prioritize the procurement of water dispenser from its MOOE/IGP.
7. The school WInS Club shall conduct regular checking of water connections for possible leaks and take appropriate actions thereof.
8. In case when water supply is temporarily cut-off due to maintenance,

* Learners are instructed to bring their own tumbler filled with water.
* Every classroom must have a water jug filled with water that is safe for drinking.

1. In case when water is found unsafe for drinking based on the result of water testing,

* Homeroom PTA shall be responsible for purchasing drinking water from refilling stations.
* Teacher adviser shall take a lead in ensuring the availability of safe drinking water everyday.

1. Collected rainwater shall be used for daily handwashing and cleaning of toilets.
2. **Sanitation**
3. Ensured that all classrooms have segregated toilet.
4. Ensured that toilets are clean and functioning well.
5. Children must be taught of proper way of using the toilet.
6. No burning of waste must be strictly implemented.
7. Segregation of garbage must be implemented religiously.
8. Trash bins must be available around the school campus.
9. Material Recovery Facility area must be functional.
10. Ensured that there are no stagnant water from wash areas.
11. The SBM WinS coordinator must secure sanitary permit for the school canteen.
12. School feeding coordinator must ensure that food handlers have:

* Secured their health certificate.
* Oriented on food safety.
* Observed food safety measures religiously.\

1. **Hygiene**
2. Group and individual handwashing facility must be functional.
3. Daily group handwashing and toothbrushing must be conducted religiously.
4. Teacher adviser must ensure that every learner has hygiene kit.
5. Ensured that women-friendly space is functional.
6. **Deworming**
7. Ensured that at least 85% of the learners are dewormed.
8. **Health Education:**
9. Every classroom must have a bulletin board and IEC materials on Wash in Schools Program.
10. Wash In Schools Program must be included in the INSET and must be communicated to the parents during PTA meeting.
11. Please be guided. Wide dissemination of this memorandum is desired.

**REVILYN Y. SOLOMON**

Principal I