

Date: August 3, 2018

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

From: Office of the Principal

To: Teachers

Subject: Strengthening SBM WinS Implementation

(Measures to Undertake when Water Supply is Disrupted)

1. This time our water supply was disrupted due to repair and maintenance of the malfunctioning parts of the water pump. To ensure a regular supply of safe drinking water for our pupils please be advised to observe the following measures:
2. Advise the pupils to bring their own water enough for a day.
3. Inform the parents to ensure that their children have drinking water in coming to school.
4. See to it that your water jug is always filled with safe drinking water.
5. Make arrangement with the parents as to how they can assist you in providing regular supply of safe drinking water for their children.
6. Immediate dissemination of this memorandum is desired. Please be guided.

**REVILYN Y. SOLOMON**

Principal I



Date: December 11, 2018

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

From: Office of the Principal

To: Teachers, WASH Club

Subject: Strengthening SBM WinS Implementation (Result of Water Testing)

1. The result of water testing last December 2018 showed that the total coliforms is 8.0 and the fecal coliforms is also 8. According to the Philippine National Standards for Drinking Water, the total Coliforms and Fecal Coliforms should be less than 1.1. This result maybe was greatly affected by the manner as to how the sample was collected. However, to ensure the safety of our children, please inform them not to drink the water coming from the faucet instead, let them bring their own water enough for a day.
2. Report immediately to the office of the principal any incident caused by drinking of unsafe water.
3. WASH Club officers please take actions by conducting interview in the community if there are incidents related to drinking of unsafe water. Make a report on this.
4. Immediate dissemination of this memorandum is desired. Please be guided.

**REVILYN Y. SOLOMON**

Principal I



Date: June 6, 2018

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

From: Office of the Principal

To: School WInS Coordinator

Subject: Strengthening SBM WinS Implementation (Function of the School WInS Coordinator)

1. The School SBM WInS coordinator plays a great role in the success of the implementation of WASH in Schools Program.
2. To strengthen the implementation of the SBM WInS, the school WInS coordinator must understand his/her functions well.
3. The following are the functions of the school WInS coordinator:
4. Monitors regularly the implementation of WASH In Schools Program.
5. Facilitates the regular testing of water supply.
6. Report to the Office of the Principal any problem that may hinder the successful implementation of the program.
7. Serves as adviser of WASH Clubs for both the parents and the pupils.
8. Conducts training to teachers, parents, and pupils about WASH in Schools Programs.
9. Takes the lead in all activities related to WInS.
10. Responsible for accomplishing the WASH in Schools Monitoring System.
11. Please be guided accordingly.

**REVILYN Y. SOLOMON**

Principal I