



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 September 2025

DIVISION MEMORANDUM
No. 691 s. 2025

CONDUCT OF WATER, SANITATION, AND HYGIENE-RELATED AND NUTRITION SENSITIVE PROGRAMS-RELATED ACTIVITIES: GLOBAL HANDWASHING DAY 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Order 10, s. 2016** entitled **Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools (WinS) Program** and in partnership with the **City Health Office of Tayabas-Environmental Health and Sanitation Section**, this Office announces the **Conduct of Water, Sanitation, and Hygiene-Related and Nutrition Sensitive Programs-Related Activities: Global Handwashing Day 2025** on **October 7, 2025, 1:00 P.M. – 4:00 P.M.** at **Tayabas East Central School**

2. The objectives of the activity are the following:

- To raise awareness among student leaders, about the importance of proper handwashing with soap in preventing sickness and promoting good health.
- To strengthen the integration of handwashing and hygiene practices into daily school routines, classroom activities, and school celebrations.
- To empower student leaders to serve as advocates and role models of proper hygiene while promoting WinS and nutrition-sensitive practices.
- To promote handwashing as a lifelong habit that supports learners' well-being and nutrition

3. The following schools are requested to send SELG/SSLG officers based on the allotted slots:

SCHOOLS	NO. OF SELG/SSLG OFFICERS	NO. OF TEACHER-ADVISER
BANHS	7	1
Dapdap IS (SSLG)	7	1
LPIHS	7	1
WPNHS	7	1
RQINHS	7	1

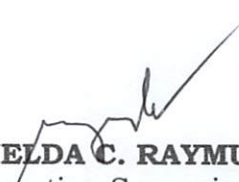
TECS	7	1
TWCS I	7	1
TWCS II	7	1
TWCS III	7	1
TWCS IV	7	1
Lakawan ES	6	1
Wakas ES	6	1
Ipilan-Alitao ES	6	1
Kalumpang ES	6	1
Lawigue ES	6	1
Potol ES	6	1
Dapdap IS (SELG)	6	1
TOTAL	129	17

4. Concerned schools should secure the parents' consent of participants and should ensure that the participants are dropped off and picked up at the venue. Likewise, participants are expected to wear organization shirt/ white shirt and pants including name tag during the activity.
5. School heads shall ensure to provide alternative learning arrangement to all concerned participants to ensure no disruption of classes.
6. Travel expenses shall be charged against school local funds or other available funds subject to the usual accounting and auditing rules and regulations.
7. Attached are Enclosure 1: Parental Consent and Waiver Form, Enclosure 2: Learner Consent, Waiver, Indemnity and Release and Enclosure 3: Program Management Team Terms of Reference
8. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
Chief Education Supervisor- SGOD
Officer-in-Charge

Encl.: As stated

Reference: DO 10 s. 2016

To be indicated in the Perpetual Index
under the following subjects:

WINS

ADVOCACY

GLOBAL HANDWASHING DAY

SGOD- conduct of water, sanitation, and hygiene-related and nutrition sensitive programs-related: global handwashing day 2025
SCH4IIBF-001139/September 30, 2025

Enclosure 1: Parental Consent and Waiver Form

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the conduct of **Conduct of Water, Sanitation, and Hygiene-Related and Nutrition Sensitive Programs-Related Activities: Global Handwashing Day 2025 on October 7, 2025, 1:00 P.M. – 4:00 P.M. at Tayabas East Central School**

I understand that my child's in-person attendance at the event will include associating with DepEd personnel, fellow learners of SDO Tayabas City.

Voluntary Participation

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawing participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled.

Exclusion (Limitations/Ineligibility)

I am aware that symptoms of any communicable disease include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members test positive for any communicable disease. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and community.

Documentation

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all my child's images/contribution/ performance in any publication (including electronic publications such as film or website) created by or for the Department of Education website and to release this material to online platforms.

Confidentiality

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Republic Act 10173, Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child's name will not be used when data from this activity is analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child's endeavor to meet the

expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school/division and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child's participation in the activity on July 10, 2025. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity.

CONTACT DETAILS FOR QUESTIONS OR PROBLEMS

For any concerns or clarification, you may contact SDO Tayabas City through the email address tayabas.city@deped.gov.ph

<hr/> Signature of Parent/Guardian over Printed Name	<hr/> Contact Details (Mobile Number)
<hr/> Name of Child/ren	<hr/> Date

** Please submit this form to your child's school prior to participation in the event.*

Enclosure 2: Learner Consent, Waiver, Indemnity and Release

(To be completed by the Learner)

I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **Conduct of Water, Sanitation, and Hygiene-Related and Nutrition Sensitive Programs-Related Activities: Global Handwashing Day 2025 on October 7, 2025, 1:00 P.M. – 4:00 P.M. at Tayabas East Central School**

I agree to give permission to the **SDO Tayabas City** and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in at the event and location stated above, to be used for the communications and various public campaigns of the Department be it in print, broadcast and/or electronic media.

I have read and understood the accompanying letter. For things I do not understand, I will ask my Parent/Guardian to clarify the objective of the activity for me.

I know the purpose of the project/activity and the part I will be involved in. I know that DepEd and its representative are not allowed to use the information about me in any form that might harm my rights and well-being.

_____ Name of Learner	_____ Name of School
_____ Age	_____ Date

Enclosure 3: Program Management Team Terms of Reference

Overall Chairperson: Celedonio B. Balderas Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Leads in crafting the Program Completion Report
Learning Managers	c/o City Health Office of Tayabas-Environmental Health and Sanitation Section	<ul style="list-style-type: none"> - Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed
Resource Speakers	c/o City Health Office of Tayabas-Environmental Health and Sanitation Section	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/Secretariat	La Trisha R. Dalit Meridean E. Oczon Giovann S. Guano Justine N. Ranillo	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensure that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of sessions - Compiles session documents and learning resource materials
Logistics Officer	Lailani T. Omlas	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning

		<ul style="list-style-type: none"> - Ensure that training adheres to online ethical considerations
Welfare Officer	Lailani Omlas/Mariles Contreras/Jayne Paula T. Tulio/Alelie Padillo	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officers	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none"> - Oversees all finance related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services and follow up fund's disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.