



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 5, 2025

DIVISION MEMORANDUM
No. 443 s. 2025

PROJECT ALAGA: ASSESSMENT FOR LEARNER ACCESS TO GOOD AMENITIES

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads/Administrators
Division Youth Formation Coordinators
All Others Concerned

1. Pursuant to DepEd Order No. 10, s. 2016 titled "Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WINS) Program" which mandates that all public schools ensure "adequate, clean, functional, safe and accessible toilet facilities.", and Presidential Decree No. 856 titled "The Code on Sanitation of the Philippines", this Office launches Project ALAGA: Assessment for Learner Access to Good Amenities – a strategic initiative designed to monitor, evaluate, and support the improvement of school sanitation facilities across the Department of Education Schools Division of Bulacan. It also aims to institutionalize sanitation accountability, empower schools to utilize their Maintenance and Other Operating Expenses (MOOE) funds effectively, and ensure that no learner is deprived of clean, dignified, and safe facilities for their personal need. The term "*alaga*" (care) reflects the program's core intent: upholding every learner's dignity, health, and comfort through proactive intervention.
2. Last July and August 2025, the Division Project ALAGA Monitoring and Evaluation Team composed of the Division Education Facilities Unit, Division Youth Formation Unit, and the school-based Project Development Officers I conducted unannounced visits, structured assessment, and data gathering activities to monitor the existing conditions of toilet facilities in all public elementary and secondary schools in this Division. The Compliance Rating Scale on the Enhanced Comfort Room Monitoring and Evaluation Tool are divided into three (3) categories based on the total rating scores namely: Green: 35-45 points (Compliant and Excellent), Yellow: 25-34 points (Acceptable with



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Minor Issues), and Red: Below 25 points (Needs Immediate Action). The data that were gathered by the Division Project ALAGA Monitoring and Evaluation Team during the said two-month monitoring activities can be accessed via the Project ALAGA Google Sheet link <https://bit.ly/4niNhXs> (View Only).

3. School heads of the public elementary and secondary schools that are listed under the Red and Yellow categories are instructed to prioritize the repair and enhancement of their respective schools' toilet facilities using the schools' Maintenance and Other Operating Expenses (MOOE) funds subject to usual accounting and auditing rules and regulations.
4. To monitor the monthly improvement of the toilet facilities in the schools under the Red and Yellow categories, the WINS and/or Physical Facilities focal persons of the said schools shall submit a **School Toilet Facilities Progress Report** with pictures of the toilet facilities during and after the repair and enhancement activities on the Google Drive link bit.ly/4mLfNRl every first week of the month until all the toilet facilities' issues are completed.
5. Wide dissemination and compliance with this Memorandum is enjoined.



CECILIA E. VALDERAMA, PhD
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PROJECT A.L.A.G.A

ASSESSMENT FOR LEARNER ACCESS TO GOOD AMENITIES

I. BACKGROUND AND RATIONALE

Access to clean, safe, and functional comfort rooms is a fundamental right of every learner. Well-maintained sanitation facilities directly promote health, protection, and overall learner well-being. Conversely, poorly maintained facilities can lead to physical discomfort, low self-esteem, absenteeism, and the spread of communicable diseases, particularly affecting young children and adolescent girls.

Field observations and reports from various school districts in the Division of Bulacan reveal that many public schools struggle with comfort room upkeep and sanitation. Some schools operate with broken fixtures, poor ventilation, inadequate lighting, and limited access to water or hygiene supplies—conditions that significantly compromise learner safety and the quality of the school environment.

The Schools Division Office of Bulacan grounds this initiative in existing national policies from the Department of Education (DepEd) and the Department of Health (DOH). Specifically, DepEd Order No. 10, s. 2016, or the Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program, mandates that all public schools ensure "adequate, clean, functional, safe, and accessible toilet facilities." This directive aligns with Presidential Decree No. 856, the Code on Sanitation of the Philippines, which states under Chapter XVII (School Sanitation) that toilet rooms must be "properly lighted and ventilated" with "adequate and conveniently located toilet and bath facilities for each sex."

While these national directives underscore schools' responsibility to maintain sanitary facilities as fundamental to learner protection and school health, compliance remains inconsistent due to irregular monitoring and the lack of a structured, division-led system for maintenance guidance, funding utilization, and accountability.

To address these challenges, the Schools Division Office of Bulacan launches Project ALAGA: Assessment for Learner Access to Good Amenities—a strategic



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initiative designed to monitor, evaluate, and support the improvement of school sanitation facilities across the division. The term "alaga" (care) reflects the program's core intent: upholding every learner's dignity, health, and comfort through proactive intervention.

Through unannounced visits, structured assessments, and data-driven reporting, Project ALAGA aims to institutionalize sanitation accountability, empower schools to utilize their Maintenance and Other Operating Expenses (MOOE) funds effectively, and ensure that no learner is deprived of clean, dignified, and safe facilities for their personal needs.

II. DEFINITION OF TERMS

For purposes of this proposal, the following terms are defined:

ALAGA is a Filipino term meaning "care," representing the program's commitment to nurturing learner welfare through improved sanitation facilities.

Comfort Room (CR) refers to school toilets and washing facilities for learner use, including urinals, water closets, handwashing stations, and related amenities.

Water, Sanitation, and Hygiene in Schools (WinS) Program is a national initiative mandating adequate, clean, functional, safe, and accessible sanitation facilities in all public schools.

Maintenance and Other Operating Expenses (MOOE) refers to school funds allocated for the upkeep, repair, and operational expenses of school facilities and equipment.

Monitoring and Evaluation (M&E) Team refers to a designated group of personnel from the Engineering and Youth Formation Divisions responsible for conducting facility assessments.

Sanitation Facilities refer to infrastructure and amenities related to hygiene and waste management, including comfort rooms, handwashing stations, and related utilities.

Unannounced Visits refer to surprise inspections conducted without prior notification to schools to assess the actual day-to-day condition of facilities.



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Gender-Responsive Policies refer to guidelines ensuring equal access and appropriate facilities for all learners regardless of gender, including separate facilities for male and female students.

Hygiene Supplies refers to basic materials necessary for proper sanitation, including soap, toilet paper, hand towels, and cleaning materials.

Accessibility Features refer to design elements and accommodations ensuring facility use by learners with disabilities or mobility challenges.

III. PROJECT DESCRIPTION

This initiative covers all public elementary and secondary schools within the Schools Division of Bulacan jurisdiction. Monitoring activities will be conducted per district or EDDIS cluster to ensure systematic coverage and equitable attention across all schools.

The program encompasses the assessment of comfort room facilities, including but not limited to: structural integrity, cleanliness standards, functionality of fixtures, availability of hygiene supplies, ventilation systems, lighting adequacy, privacy measures, accessibility features, and compliance with gender-responsive policies.

III. SCOPE OF WORK

- Repair of broken tiles, doors, water closets, faucets, and lavatories
- Installation of proper ventilation and lighting
- Provision of handwashing stations with soap and water
- Repainting and aesthetic improvement of the restroom
- Posting of hygiene and cleanliness reminders
- Establishment of maintenance and inspection schedule



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IV. PROJECT IMPLEMENTATION PLAN

ACTIVITY	TIMELINE	RESPONSIBLE PERSON (s)	RESOURCES NEEDED
Needs Assessment and Inspection	June-July 2025	School Head, Maintenance Team	Inspection Tools
Procurement of Materials	August 2025	BAC, Supply Officer	Budget Allocation (Note: Seek Support through school MOOE, LGU assistance, Brigada Eskwela partners, or external donors)
Repair and Renovation Works	August-September, 2025	Skilled Workers, Volunteers	Construction Materials
Monitoring and Evaluation	Monthly	Division M&E Team	M&E Tools
Maintenance Plan Implementation	Year Round	Utility Staff	Cleaning Supplies

V. PROGRAM GOAL



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A clean, safe, and well-maintained comfort room is essential for promoting good hygiene, dignity, and health among learners and school personnel. However, many public schools face poor ventilation, water supply, broken fixtures, and insufficient sanitation materials in their restrooms. These issues negatively affect learners' well-being, attendance, and academic performance.

Project ALAGA aims to address these challenges by improving the physical condition, sanitation, and accessibility of comfort rooms in all public schools of SDO Bulacan. The proponents will establish and maintain a comprehensive monitoring system that ensures comfort rooms provide clean, safe, functional, and dignified sanitation facilities that promote learner health, well-being, and academic success while fostering a culture of accountability and proactive maintenance among school administrators and personnel.

VI. OBJECTIVES:

1. To rehabilitate and upgrade existing comfort room facilities in the school
2. To ensure access to clean water and proper waste disposal in all restrooms
3. To promote hygienic practices and a clean environment for both learners and personnel
4. To maintain comfort rooms through sustainable maintenance systems.

VII. IMPLEMENTING GUIDELINES

A. Formation and Composition of the Monitoring and Evaluation Team

The Schools Division Office shall establish a Monitoring and Evaluation (M&E) Team composed of personnel from the Engineering and Youth Formation Divisions. The team shall systematically assess school comfort room facilities across the division.

B. Monitoring and Assessment Process

The M&E Team shall conduct unannounced visits to all public elementary and secondary schools within the division to assess the day-to-day condition of comfort room facilities. The assessment shall utilize a standardized tool based on key indicators, including cleanliness, usability, availability of



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hygiene supplies, ventilation, lighting, privacy, and accessibility. Progress will be tracked through monthly monitoring reports, feedback from students and teachers, and periodic inspection by the Division Facilities Coordinator and Youth Formation Officers. A post-implementation review will evaluate the effectiveness and sustainability of the project.

C. Classification System

Based on the monitoring results, each school's comfort room facilities shall be categorized into one of three classifications:

Classification 1: No Repairs Needed

- Comfort rooms are clean and functional, with no structural issues
- Only routine cleaning and maintenance are required
- Facilities meet all WinS Program standards

Classification 2: Minor Repairs Needed

- Comfort rooms require small-scale fixes (e.g., leaking faucet, broken lock, missing tiles)
- Issues can be resolved through the available school MOOE resources

Classification 3: Major Repairs Needed

- Comfort rooms have significant damage or structural issues
- Require extensive repair or possible reconstruction
- May need additional funding support beyond the school's MOOE capacity

D. Issuance of Monitoring Results

After completing the assessment of all schools, the M&E Team shall compile a comprehensive report documenting the findings and classification of each school's comfort room facilities. This report shall be submitted to the Schools Division Superintendent for review and approval.



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E. Publication of Results through Memorandum

The Schools Division Office shall issue an official memorandum containing all assessed schools' monitoring results and classification. This memorandum shall formally notify all school heads regarding the status of their comfort room facilities.

F. Principal Notification and Accountability

School principals shall be officially informed of their school's classification and the corresponding actions required through the published memorandum. Schools classified under Categories 2 and 3 shall be expected to utilize their MOOE funds appropriately to address the identified issues and improve their sanitation facilities.

H. Resource Mobilization and Support

1. **MOOE Fund Utilization** - All recommended repairs and maintenance work shall be primarily funded through individual school MOOE allocations following DepEd guidelines.
2. **Additional Support Mechanisms** - Schools with critical repair needs exceeding MOOE capacity may be considered for additional division support or external partnerships.
3. **Technical Assistance** - The Engineering Division shall provide technical guidance and expertise to schools requiring specialized repair or construction support.




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VIII. CONCLUSION

Improving comfort rooms will enhance learners' school experience, support public health, and promote a culture of cleanliness and responsibility. We humbly seek your approval and support in implementing this project.

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