



# USERS MANUAL

The EHCP Survey Online Monitoring System

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December 2010

in partnership with:

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# 1. Introduction

The Online Monitoring System is a web-based tool to encode and view data collected through the EHCP Survey. Within the DepEd system, it serves four different types of users, all of which can access different functions of the tool:

- I. DepEd Central Office
- II. DepEd Regional Offices
- III. DepEd Schools Division
- IV. DepEd divisional encoding staff

The System will be accessible by both DepEd’s administrative wing (incl. Regional Directors, Schools Division Superintendents) and HNC (incl. Regional Medical Officers, Medical Officers). These users have access to the following pages and menus:

	Central Office	Regional Offices	Division Offices	Encoding Staff
<b>Start Page</b>	✓	✓	✓	✓
<b>Main Page</b>	✓	✓	✓	✓
New Survey Form				✓
Overall	✓	✓	✓	
Information	✓	✓	✓	✓
Contact	✓	✓	✓	✓
Sign-out	✓	✓	✓	✓

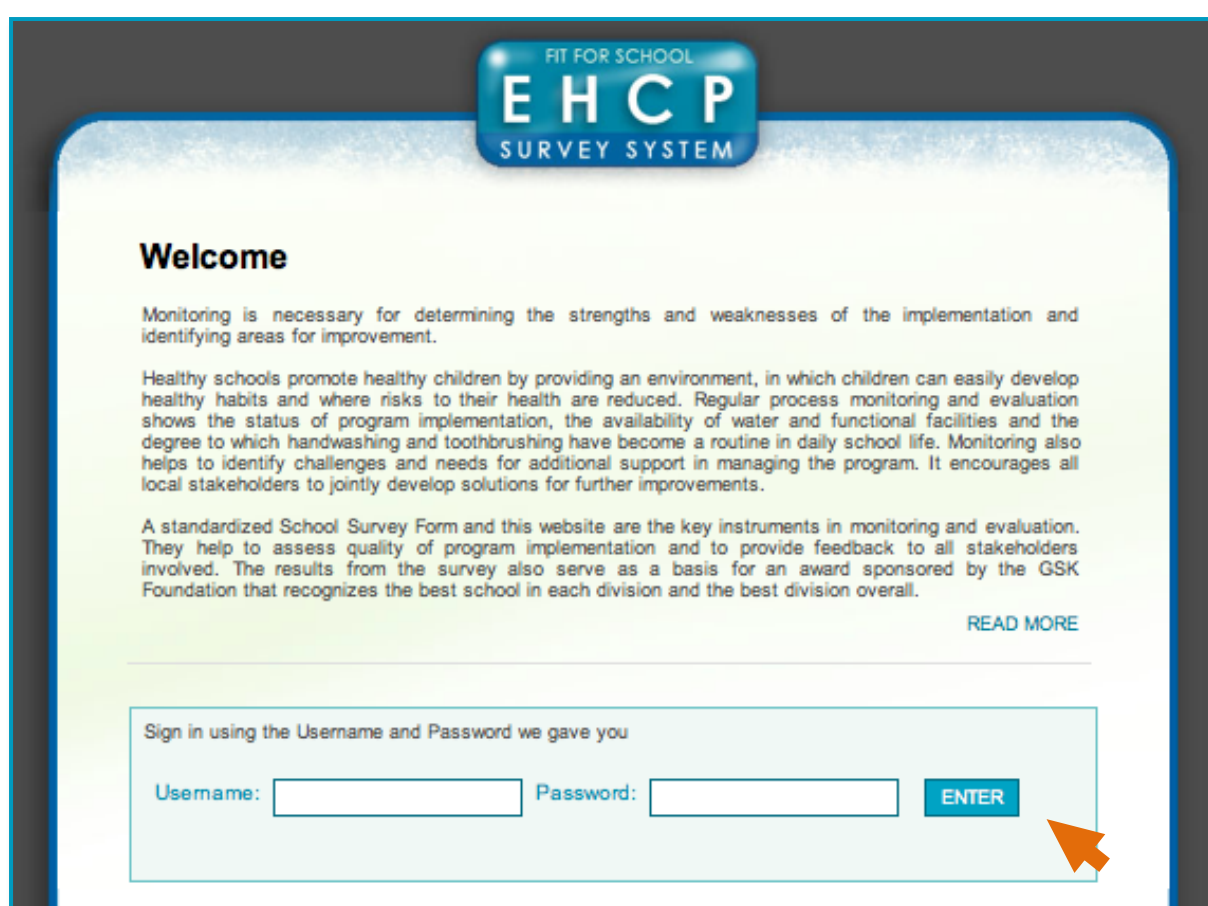
The following sections of the Manual explain the different functions that these pages and menus offer to the respective users.

## 2. Start Page

(all users)

The **Start Page** (<http://oms.fitforschool.ph>) is your entry point into the system, provided you know your Username and Password. The **Start Page** also displays a Welcome Message that explains the general principles of EHCP monitoring. By clicking READ MORE, you will also find a brief user's guide.

Below is a screenshot of the **Start Page**:



**EHCP SURVEY SYSTEM**

### Welcome

Monitoring is necessary for determining the strengths and weaknesses of the implementation and identifying areas for improvement.

Healthy schools promote healthy children by providing an environment, in which children can easily develop healthy habits and where risks to their health are reduced. Regular process monitoring and evaluation shows the status of program implementation, the availability of water and functional facilities and the degree to which handwashing and toothbrushing have become a routine in daily school life. Monitoring also helps to identify challenges and needs for additional support in managing the program. It encourages all local stakeholders to jointly develop solutions for further improvements.

A standardized School Survey Form and this website are the key instruments in monitoring and evaluation. They help to assess quality of program implementation and to provide feedback to all stakeholders involved. The results from the survey also serve as a basis for an award sponsored by the GSK Foundation that recognizes the best school in each division and the best division overall.

[READ MORE](#)

Sign in using the Username and Password we gave you

Username:  Password:

You will receive your Username and Password from the system's administrator or through a Fit for School Project Officer. Passwords are six-digit combinations of numbers and letter (incl. caps).

In order to sign in, you must enter your Username and Password in the respective boxes and then click ENTER.

Sign in using the Username and Password we gave you

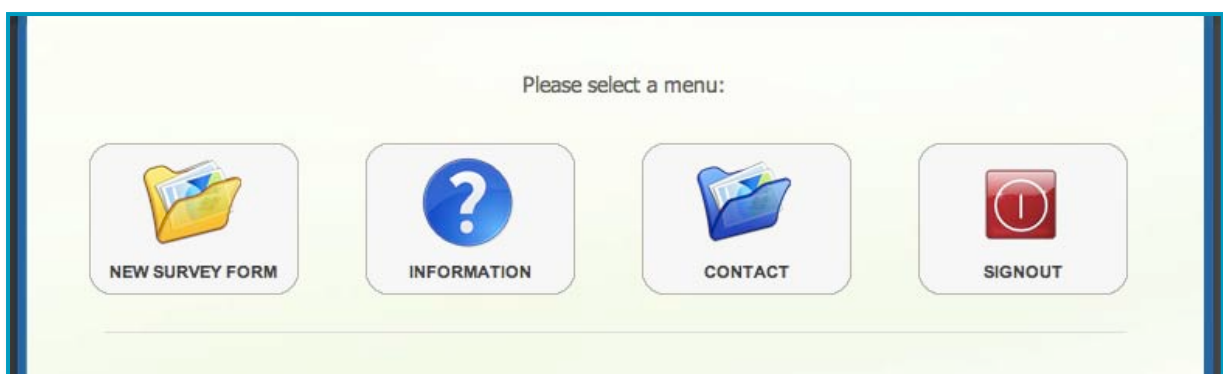
Username:  Password:

### 3. Main Page (all users)

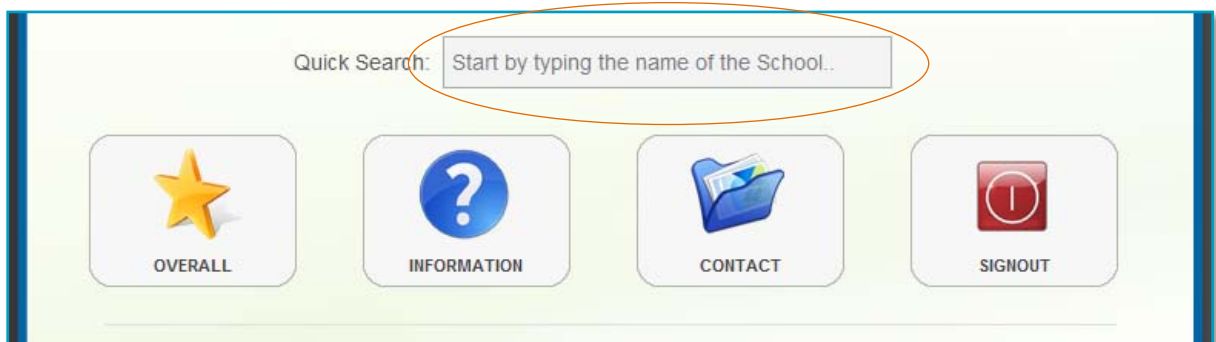
After successfully signing in, you will be taken directly to the **Main Page**. The **Main Page** will display all menu options that are available to you (depending on the user type):

	Central Office	Regional Offices	Division Offices	Encoding Staff
New Survey Form				✓
Overall	✓	✓	✓	
Information	✓	✓	✓	✓
Contact	✓	✓	✓	✓
Sign-out	✓	✓	✓	✓

Below is a screenshot of the **Main Page** accessible to the Encoding Staff. Clicking on a button takes you to the selected menu.



All other users will additionally be able to use a search function (see screenshot below). You can search for a certain school and, by clicking on the school's name appearing, view this school's results. However, this will only work with schools that have already submitted encoded forms. If a school has not submitted its form yet, it will be shown when being searched, but you will not be able to click or get further information on this school.



## 4. Menu

### 4.1 New Survey Form

(Accessibility: Encoding Staff only)

In this menu, divisional encoding staff can encode data from the filled out survey forms. Please note the button on the top right: **BACK TO MAIN PAGE**. You will find this button in every menu. Please use only this button to go back to the **Main Page** with the menu options and not your browser functions.

A screenshot of the "NEW SURVEY FORM" page. At the top right, there is a blue button labeled "Back to Main Page" which is circled in orange. Below the header, it says "Your Division has already submitted 0 out of 41 Forms." and "Overall Progress : 0.00%". Under the heading "General School Information", there are several input fields: "Region:" with a dropdown menu showing "Region III - CENTRAL LUZON"; "Division:" with a dropdown menu showing "Angeles City"; "District:" with a dropdown menu showing "SELECT DISTRICT"; and "Name of School:" with a dropdown menu showing "SELECT SCHOOL". An orange mouse cursor is pointing to the "SELECT DISTRICT" dropdown. Below these are fields for "Date" (placeholder: mm/dd/yy), "Name of Principal", and "Total Enrollment (Pre-School to Grade 6)".

Above the data encoding form, you will find information on the progress of encoding in your respective divisions. Below this, you can select the school with two drop down menus (District, Name of School). After selecting the district from the list, the second list will display only schools in that district. Once the school is selected, you are ready for encoding the data from the survey form!

First, enter the date, the name of the school head and total enrolment. The name of the school head and total enrolment can simply be typed in. If you click on the date, a calendar will open and you can select the correct date. (See screenshot below)

**General School Information**

Region:

Division:

District:

Name of School:

Date:

Name of School Head:

Total Enrolment (Pre-School to Grade 6):

Has the school received EHCP materials for the entire school year?

Soap?

Toothbrushes?

**November 2010**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

For all following data entries, just type in the answer, click the right box or enter the date like described above. There are just a few questions where you might notice a slightly different procedure:

**Question 12:** If the school does not use a 500ml dispenser and you check NO, the follow-up questions will disappear. Do not worry if you clicked NO in mistake. Just change to YES and the follow-up question will reappear.

9. Is there a proper toothbrush holder in the classroom? No  Yes

10. What is the total number of properly labeled toothbrushes with cover?

11. Is fluoride toothpaste available for **group** toothbrushing activities? No  Yes

12. Is a 500ml toothpaste dispenser used? No  Yes

If yes, does the pump have 1 lock? No  Yes

Questions 13 and 14: If the children have not been dewormed yet or there is no record, the detailed question about the deworming records will also disappear.

**Deworming**

13. Have the children in this class been dewormed this school year? No  Yes

14. Does the teacher have a record of which students have been dewormed? No  Yes

1st deworming Month/Day/Year  No. of Children Dewormed:

Question 17: If there is no functional group facility, Questions 18–20 will disappear.

**Group Facilities**

17. Is there a functional facility for **group** activities? *If no, skip questions 18–20.* No  Yes

18. How many steps did it take to reach it? More than 50  41-50  31-40  20-30  Less than 20

19. Does the facility accommodate at least 10 children? No  Yes

20. Is there roofing over the facility? No  Yes

Question 21: If children do not wash their hands regularly, Questions 22–24 will disappear.

**Group Activities**

21. How many times per week do children **wash their hands with soap as a group activity?** *(if 0, skip questions 22-24)* 0  1  2  3  4  5

22. Do children wash their hands with soap for at least 20 seconds? No  Yes

23. How do you assess the orderliness of the handwashing activity? Very Poor  Poor  Satisfactory  Good  Excellent

24. Do all children dry their hands in the air after handwashing? No  Yes

**Question 25:** If children do not brush their teeth regularly, Questions 26–28 will disappear.

25. How many times a week do children <b>brush their teeth as a group activity?</b> (if 0, skip questions 26-28)	0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
26. Do children brush their teeth for at least 2 minutes?	No <input type="radio"/>	Yes <input type="radio"/>				
27. How do you assess the orderliness of the toothbrushing activity?	Very Poor <input type="radio"/>	Poor <input type="radio"/>	Satisfactory <input type="radio"/>	Good <input type="radio"/>	Excellent <input type="radio"/>	
28. Did all children finish toothbrushing without rinsing their mouths?	No <input type="radio"/>	Yes <input type="radio"/>				

At the end, please type in the names of the signatories. Before you click the SUBMIT button, please verify your inputs thoroughly. If you missed a question or entered data that does not make sense, the system will not allow you to submit the form and assist you in identifying the issues. In that case, please review your inputs again and re-submit.

<b>Confirmed by:</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
DepED Health Personnel	Barangay Captain/Kagawad	PTA President/Officer
<b>Noted by:</b>		
<input type="text"/>	<input type="text"/>	
Classroom Teacher	School Head	
-----		
Please verify your inputs thoroughly before you click the SUBMIT button.		<b>SUBMIT</b>

## 4.2 Overall

(Accessibility: Central Office, Regional Offices, Division Offices)

In this menu, the Central, Regional and Division Offices can see the data that the encoding staff has previously encoded. Every user will have access to the data from all participating schools in their respective area. Please note the button in the top right: BACK TO MAINPAGE. You will find this button in every menu. Please use only this button and not your browser functions.

In order to navigate between different levels (national, regional, divisional, district, school), please use only the button “Back to Previous” (see screenshot below) and not your browser functions.

**OVERALL**

**Pilas**

Survey Completed: 10.00% (1 out of 10)

Schools with EHCP Materials: 10.00% (1 out of 10)

Average Score: 10.00%

Total # of Schools in this District: 10 schools

Export results to an [EXCEL](#) File.  
Export ALL forms in this district to an [EXCEL](#) File.

School	Completed %	With EHCP Materials %	Orientation %	Program Materials %	Deworming %	Group Facilities %	Group Activities %	Overall Score
Palahangan ES	YES	YES	20.00	20.00	20.00	20.00	20.00	100.00 %
Baluk-Baluk ES	NO	N/A	0	0	0	0	0	0%

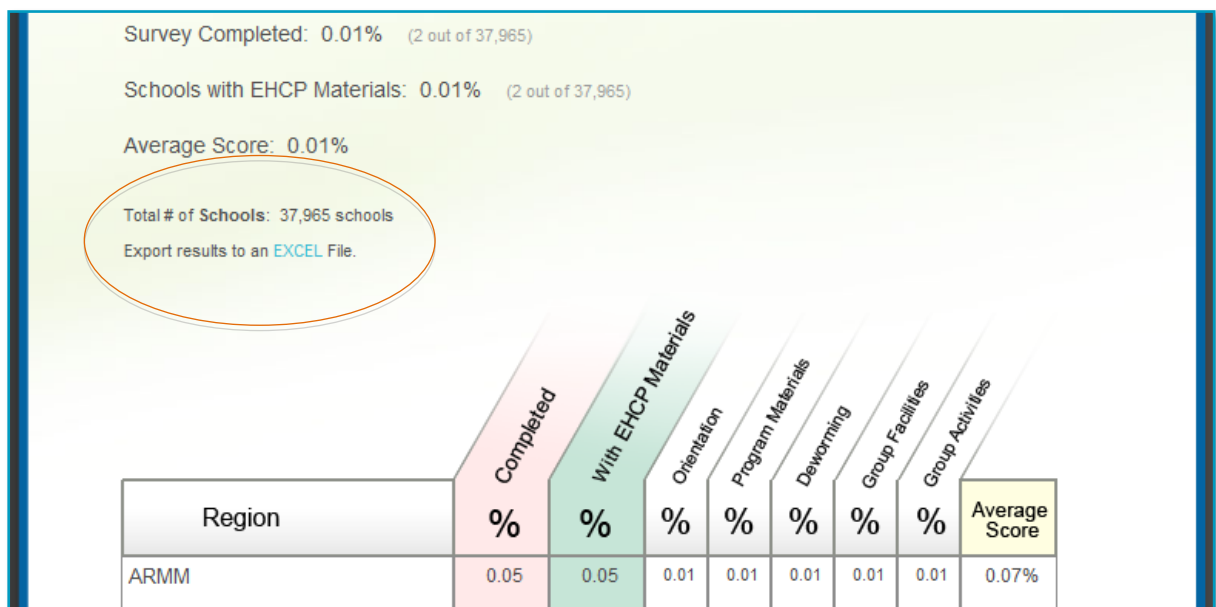
Summary data will be displayed at the regional, divisional, district and school level. While the first three are very similar, let us start at the national level (which is only accessible to Central Office).

National:

At the very top, you will see the four key figures for EHCP implementation: 1) percentage of schools that completed and submitted their survey forms, 2) percentage of schools that received sufficient EHCP materials, 3) average score of all schools in the Region [schools that do not participate in the Survey are scored zero], and 4) total number of schools in the Philippines.

Below these, you will find a table that ranks all Regions in the Philippines according to their average score. The table also shows: 1) percentage of schools that completed and submitted their survey forms in that Division [red column], 2) percentage of schools that received sufficient EHCP materials in that Division [green column], 3) the average scores for each of the five sub-categories of EHCP implementation in that Division, and 4) the average total score of that Region [yellow column heading]. If you click on the name of one Region, this will take you to the summary table of that Region.

Also, you have the option to download the summary data in Excel format. Just click on “Export results to an EXCEL File”. This feature is available at all levels (national, regional, divisional, district).



Region:

At the very top, you will see the name of the **Region** (See the sample screenshot below – Region: “Region III – CENTRAL LUZON”) and the four key figures for EHCP implementation: 1) percentage of schools that completed and submitted their survey forms, 2) percentage of schools that received sufficient EHCP materials, 3) average score of all schools in the Region [schools that do not participate in the Survey are scored zero], and 4) total number of schools in the Region.

Below these, you will find a table that ranks all Divisions in the Region according to their average score. The table also shows: 1) percentage of schools that completed and submitted their survey forms in that Division [red column], 2) percentage of schools that received sufficient EHCP materials in that Division [green column], 3) the average scores for each of the five sub-categories of EHCP implementation in that Division, and 4) the average total score of that Division [yellow column heading].

**OVERALL** [Back to Main Page](#)

**ARMM** [Back to Previous](#)

Survey Completed: 0.05% (1 out of 2,053)

Schools with EHCP Materials: 0.05% (1 out of 2,053)

Average Score: 0.07%

Total # of Schools in this Region: 2,053 schools

[Export results to an EXCEL File.](#)


Division	Completed %	With EHCP Materials %	Orientation %	Program Materials %	Deworming %	Group Facilities %	Group Activities %	Average Score
Basilan	0.69%	0.69%	0.14	0.14	0.14	0.14	0.14	0.69%
Tawi-Tawi	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%

Also, you have the option to download the summary data in Excel format. Just click on “Export results to an EXCEL File”.

If you click on the name of one Division (see sample screenshot below, click on the division “Zambales”), this will take you to the summary table of that Division.

Division	Completed	With EHCP Materials	Orientation	Program Materials	Deworming	Group Facilities	Group Activities	Average Score
	%	%	%	%	%	%	%	
Zambales	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%
Aurora	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%
Balanga City	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%



 OVERALL
[Back to Main Page](#)

**Zambales**
[Back to Previous](#)

Survey Completed: 0.00% (0 out of 236)

Schools with EHCP Materials: 0.00% (0 out of 236)

Average Score: 0.00%

Total # of Schools in this Division: 236 schools

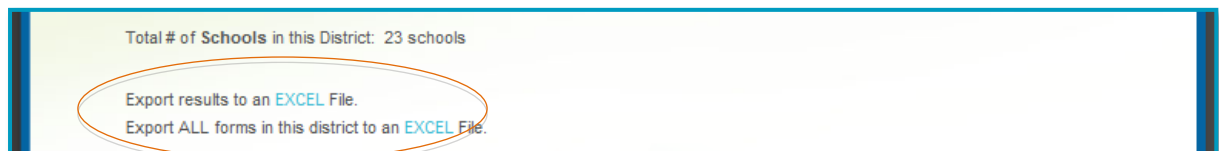
District	Completed	With EHCP Materials	Orientation	Program Materials	Deworming	Group Facilities	Group Activities	Average Score
	%	%	%	%	%	%	%	
Subic	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%
Botolan South	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%

## Division:

At the top, you will also see the name of the **Division** (See the sample screenshot above – Division: “Zambales”) and the four key figures for EHCP implementation: 1) percentage of schools that completed and submitted their survey forms, 2) percentage of schools that received sufficient EHCP materials, 3) average score of all schools in the Division [schools that do not participate in the Survey are scored zero], and 4) total number of schools in the Division.

Below these, you will find a table that ranks all Districts in the Division according to their average score. The table also shows: 1) percentage of schools that completed and submitted their survey forms in that District [red column], 2) percentage of schools that received sufficient EHCP materials in that District [green column], 3) the average scores for each of the five sub-categories of EHCP implementation in that District, and 4) the average total score of that District [yellow column heading].


Also, you have the option to download the summary data in Excel format. Just click on “Export results to an EXCEL File”. Moreover, it is also possible to export school-level data for all schools in the Division. Just click “Export ALL forms in this division to an EXCEL File”.



If you click on the name of one District (see sample screenshot below, click on the District “Subic”), this will take you to the summary table of that District.

District	Completed %	With EHCP Materials %	Orientation %	Program Materials %	Deworming %	Group Facilities %	Group Activities %	Average Score
Subic	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%
Botolan South	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%



 OVERALL
[Back to Main Page](#)

**Subic**
[Back to Previous](#)

Survey Completed: 0.00% (0 out of 23)

Schools with EHCP Materials: 0.00% (0 out of 23)

Average Score: 0.00%

Total # of Schools in this District: 23 schools

School	Completed %	With EHCP Materials %	Orientation %	Program Materials %	Deworming %	Group Facilities %	Group Activities %	Overall Score
Agusuhin ES	NO	N/A	0	0	0	0	0	0%
Aningway-Sacatihan Elem - Annex	NO	N/A	0	0	0	0	0	0%

District:

At the top, you will also see the name of the **District** (See the sample screenshot above – District: “Subic”) and the four key figures for EHCP implementation: 1) percentage of schools that completed and submitted their survey forms, 2) percentage of schools that received sufficient EHCP materials, 3) average score of all schools in the District [schools that do not participate in the Survey are scored zero], and 4) total number of schools in the District.

Below these, you will find a table that ranks all schools in the District according to their overall score. The table also shows: 1) if the school completed and submitted its survey form [red column], 2) if the school received sufficient EHCP materials [green column], 3) the score for each of the five sub-categories per school, and 4) the overall total score of that school [yellow column heading].

Please note that the content of the columns depends on whether the school submitted its Survey form, or not. If not, the green column will display N/A, rather than YES or NO. Also, the scores will be automatically be set to zero.

Also, you have the option to download the summary data in Excel format. Just click on “Export results to an EXCEL File”. Moreover, it is also possible to export school-level data for all schools in the Division. Just click “Export ALL forms in this division to an EXCEL File”.

If you click on the name of one school (see sample screenshot below, click on the school “Cawag ES”), this will take you to the detailed data for that school – provided that the school submitted its Survey form.

Click **BACK TO MAINPAGE** in order to return to the main page and select other menu options.

	Completed	With EHCP Materials	Orientation	Program Materials	Deworming	Group Facilities	Group Activities	Overall Score
	%	%	%	%	%	%	%	
<a href="#">Cawag ES</a>	YES	YES	20.00	20.00	20.00	20.00	20.00	100.00 %
Agusuhin ES	NO	N/A	0	0	0	0	0	0%

## 4.3 Information

(Accessibility: all users)

In this menu, you find a brief user's guide about using the Online Monitoring System. However, the information is mainly for users who have never logged into the online monitoring system before. If you have urgent and detailed questions that you cannot answer after reading this Manual, please contact an Administrator at the Fit for School office →**Contact**.

### Guide in using this website

#### Central Office / Regional Office / Schools Division Office

1. You will receive your account login details (USERNAME and PASSWORD) from the system administrator.
2. As soon as you have your USERNAME and PASSWORD, you can sign in on this [start page](#).
3. If your login information is correct, you will be brought to the main page.

There are four (4) Menus you can choose from:

#### OVERALL

This menu will display the survey results from your area.

#### INFORMATION

This menu will display this information page.


## 4.4 Contact

(Accessibility: all users)

In this menu, you find all the information you need to contact a Fit for School Administrator. Please inform them if you need support with the Online Monitoring System, and they will gladly assist you.


You also have the option to send an electronic inquiry through the OMS. Just fill in the feedback form by filling in your name, your email address and your message and click the SEND button. This message will be sent directly to a Fit for School Administrator who will get back to you as soon as possible.

Should you have questions, suggestions or comments regarding this Manual, please also get in contact with us at [info@fitforschool.ph](mailto:info@fitforschool.ph)

**CONTACT**Back to Main Page

**OFFICE INFORMATION**

Fit for School Inc.  
Head Office  
4F, Mothers House Building  
Mortola - Hayes Street  
9000 Cagayan de Oro City  
Philippines  
(0063) 88 857-2146  
<http://www.fitforschool.ph>



**FEEDBACK**

Your Name

Your Email Address

Message Subject

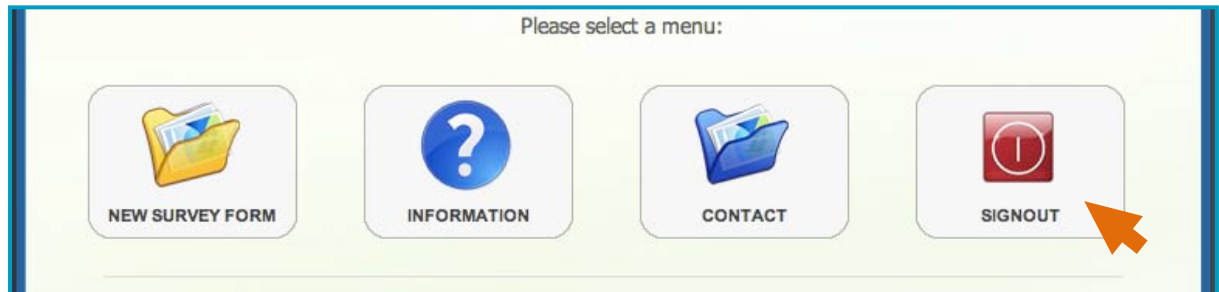
Your Message

**SEND**

## 4.5 Signout

(Accessibility: all users)

This button lets you log out securely so that nobody else can manipulate or see data that belongs to your Division or Region. By clicking on the button, you leave the OMS and return to the start page.



## 5. Annex A – EHCP Survey Form

## EHCP Survey Form - Page 1/3

*With this survey form, you collect information about the implementation of the Essential Health Care Program (EHCP) at your school. It must be completed by a team of DepED Health Personnel, a Barangay Captain or Kagawad and a PTA Officer. It is the Health Personnel's responsibility to brief the other two at the beginning of the monitoring. Each team member should fill in his or her own survey form. **Please write legibly!***

*First, visit the school head or the officer-in-charge and collect **general information about the school** as well as about EHCP materials:*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_(mm/dd/year)

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Total Enrolment (Pre-school to Grade 6) : \_\_\_\_\_

Region: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Has the school received EHCP Materials for all children the entire school year?

- |                 |                             |                                 |                              |
|-----------------|-----------------------------|---------------------------------|------------------------------|
| • Soap?         | No <input type="checkbox"/> | Partly <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Toothbrushes? | No <input type="checkbox"/> | Partly <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Toothpaste?   | No <input type="checkbox"/> | Partly <input type="checkbox"/> | Yes <input type="checkbox"/> |

*Now, you randomly select one classroom for monitoring. Roll a dice once to select the grade level to be monitored. The number appearing on top determines the grade level (1 to 6). If there is more than one section in that grade level, create a lottery to determine the section and note down the selected class:*

Grade Level: \_\_\_\_\_

Name of Classroom / Section: \_\_\_\_\_

*Then, go to the selected classroom. Please fill in the **general information about the class** and interview the classroom teacher about how he or she has been **oriented about EHCP**:*

Name of Teacher: \_\_\_\_\_

No. of Children Enrolled in Class: \_\_\_\_\_

No. of Children Present during survey: \_\_\_\_\_

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| 1. Has the teacher received orientation about EHCP?                         | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 2. Is the teacher aware of DepED Order No. 65 concerning EHCP?              | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 3. Does the teacher know where to find the EHCP Manual (incl. DVD)?         | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 4. Has the teacher read the entire EHCP Teachers' Manual?                   | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 5. Has the teacher watched the Fit for School – EHCP video?                 | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 6. Is a schedule for daily <b>group</b> activities posted in the classroom? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |



In cooperation with:



In partnership with:



*With the teacher, check the availability of water and **program materials** like soap, toothbrushes and toothpaste inside the classroom:*

7. Are water and soap available for handwashing inside the classroom? No  Yes
8. Is soap available for **group** handwashing activities? No  Yes
9. Is there a proper toothbrush holder in the classroom? No  Yes
10. What is the total number of properly labeled toothbrushes with cover? \_\_\_\_\_
11. Is fluoride toothpaste available for **group** toothbrushing activities? No  Yes
12. Is a 500ml toothpaste dispenser used? No  Yes
- If yes, does the pump have 1 lock? No  Yes

*Then, you collect information about **deworming twice a year** and check the records:*

13. Have the children in this class been dewormed this school year? No  Yes
14. Does the teacher have a record of which student have been dewormed? No  Yes
- 1<sup>st</sup> deworming \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/year)      No. of children dewormed: \_\_\_\_
- 2<sup>nd</sup> deworming \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/year)      No. of children dewormed: \_\_\_\_

*Now, interview the teacher about **access and availability of water** on the school grounds:*

15. What is the primary water source on the school grounds?  
 None       Spring/Well       Piped water       Other
16. For how many hours is running water available in the school?  
 0       1-2       3-4       5-8       More than 8

*If there is a functional **handwashing and toothbrushing facility for group activities**, let the PTA Official count the number of steps it takes him or her from the classroom entrance to the facility and check the facility:*

17. Is there a functional facility for **group** activities? No  Yes   
 (If no, skip questions 18-20)
18. How many steps did it take to reach the facility?  
 More than 50       41-50       31-40       20-30       Less than 20
19. Does the activity accommodate at least 10 children? No  Yes
20. Is there roofing over the facility? No  Yes



In cooperation with:



In partnership with:



*Next, ask the teacher about the frequency of **group activities** (questions 21 and 25). If children **wash their hands with soap and brush their teeth** regularly as a group, let them conduct their group activities and observe. It works best if you divide the following tasks: One team member takes the time (questions 22 and 26), while the other two members evaluate the orderliness of the activities and pay attention to how children finish the activities (questions 23, 24, 27 and 28).*

21. How many days per week do children wash their hands with soap as a group activity?  
 0  (if 0, skip questions 22–24)      1     2     3     4     5
22. Do children wash their hands with soap for at least 20 seconds?      No     Yes
23. How do you assess the orderliness of the handwashing activity?  
 Very Poor     Poor     Satisfactory     Good     Excellent
24. Do all children dry their hands in the air after handwashing?      No     Yes
25. How many days per week do children **brush their teeth as a group activity**?  
 0  (if 0, skip questions 26–28)      1     2     3     4     5
26. Do children brush their teeth for at least 2 minutes?      No     Yes
27. How do you assess the orderliness of the toothbrushing activity?  
 Very Poor     Poor     Satisfactory     Good     Excellent
28. Did all children finish toothbrushing without rinsing their mouths?      No     Yes

*After completing the forms, all team members should **compare their answers** and make sure they are **complete, correct and consistent**. It is equally important that you **discuss the findings** amongst yourself, with the classroom teacher and the school head: How well is the program running and how could you improve it further? For confirmation, the team members should sign all three forms and also request the **signatures** from the selected classroom teacher as well as school head or officer-in-charge.*

Confirmed by:

\_\_\_\_\_  
 DepEd Health Personnel

\_\_\_\_\_  
 Barangay Captain / Kagawad

\_\_\_\_\_  
 PTA President / Officer

Noted by:

\_\_\_\_\_  
 Classroom Teacher

\_\_\_\_\_  
 School Head

*When all three forms are duly signed, each team member keeps one form. The **DepED Health Personnel** delivers their copy to the DepED Office for encoding; the **Barangay Official** informs the Barangay about the results; and the **PTA Official** presents the results during the next PTA Meeting.*



In cooperation with:



In partnership with:

