

*Q: Who are the members of the monitoring team?*

A: The DepEd Health Personnel, Barangay Captain or Kagawad and a PTA president or officer.

*Q: How will school heads be oriented about the EHCP Survey?*

A: It is the responsibility of the SDS and the EHCP focal person to orient school heads about the survey during the ManCom meeting.

*Q: Who is responsible for the printing and provision of Survey forms?*

A: The Division office is responsible for the printing of the Survey forms and distribution via the school heads and health personnel.

*Q: Do all team members for the monitoring have to be present?*

A: Yes! This is very important, and each member needs to fill out an individual form.

*Q: What does it mean to fill out an individual form?*

A: Each member of the monitoring team will have to fill out one form, and each one has to sign all three forms. Nonetheless, the survey is conducted as a team; you should interview the school head and the classroom teacher together and inspect materials and activities together. To make sure that you all recorded the same answers and checked the same boxes, you need to compare the form at the end of the school visit (see below).

*Q: Are there training materials for orientation about the EHCP Survey?*

A: There is a PPT training presentation as well as a training film as well as these Q&A. In addition, the Teachers' Manual also provides an overview of the most important aspects.

*Q: How exactly do we collect general information about the school?*

A: Ask the school head. For enrolment, let the school head consult the official records. In the event that the school head is absent, interview the teacher in charge.



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*Q: What is meant by ‘Has the school received EHCP materials for all the children and the entire school year’?*

A: Ideally, the school should receive and store materials for all children and for the entire school year. If the school did not receive any materials, check ‘no’. If there are not enough materials for all children, check ‘partly’. Or if there were times when the school did not have materials for all children, also check ‘partly’. If the school has not received materials for the entire school year yet (because they are delivered in batches), you may check ‘yes’ IF and ONLY IF the school always had enough materials for all children up to the day of monitoring.

*Q: What is meant by ‘lottery’?*

A: You can decide how to randomly select the sections. A raffle (drawing lots) usually works for any number of sections. If there are only two sections, you can use the dice again (odd or even) or you can toss a coin.

*Q: How exactly do we collect general classroom information?*

A: After you inquire about the name of classroom, let the classroom teacher consult the official records for class enrolment. Then you count the number of children present.

*Q: How exactly do we collect information about EHCP orientation?*

A: Just ask the teacher. If you are comfortable with it, you can also ask additional questions to verify the answers to Questions 1–5. The answer to Question 6 can only be verified by you. Please check the classroom door for the schedule of the daily class program.

*Q: How exactly do we check the availability of water and soap?*

A: If there is a sink, check whether water is available from a faucet or a container. For Question 7, also check whether there is soap for individual handwashing close to the sink. BOTH Water and soap must be available for Question 7 to be answered ‘yes’. For Question 8, check whether there is a batch of soaps that can be used at the group facility.

*Q: What is a proper toothbrush holder?*

A: Please consult the Manual. It should be accessible to children (also in terms of height), clearly labeled, orderly and clean. There should be sufficient space between different compartments/slots and toothbrushes should be exposed to air circulation.



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*Q: How do we count the number of properly labeled toothbrushes with cover?*

A: Only toothbrushes with labeling AND cover count! Labeling means that there is a visible labeling (with a number or a name) that can be easily matched to one slot in the toothbrush holder.

*Q: Why is there a question about the 500ml toothpaste dispensers?*

A: This is a common type of toothpaste dispenser under EHCP. If these are used, make sure they have one lock remaining. It's important that one lock remains so that the proper amount of toothpaste is dispensed.

*Q: How exactly do we collect information about de-worming?*

A: Just ask the teacher. For Question 14, check that records are indeed kept properly and copy the de-worming information.

*Q: How exactly do we assess availability of water on the school grounds?*

A: Just ask the teacher. Verify the water source if you have time. These questions help to identify challenges and needs for support.

*Q: How exactly do we assess the group facility?*

A: A functional facility is accessible, safe to use and provides water access for group activities (through faucets, a punched pipe, tippy-taps or containers). If there is no such facility, skip questions 18–20.

Steps are measured from the classroom door to the facility while normally walking. The facility's capacity is measured so that all children have enough space to wash their hands and brush their teeth without disturbing others. Roofing should cover the entire facility as well as the space where children perform the activities.

*Q: Why do we ask about the frequency of group activities?*

A: This shows us how often children have the opportunity to perform group activities. If the answer is zero, you don't need to assess the respective activity and can skip the remaining questions.

*Q: How do we measure the frequency?*

A: If the class does not perform group activities on a daily basis, ask the teacher how many days per week they do it on average. If the teacher does not know the answer, ask him or her, on how many days they performed the activities in the previous week.

*Q: How exactly do we assess the group activities?*



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A: For Questions 22 and 26, it's important to properly keep the time. It works best if you assign a timekeeper! The time is stopped when the first child ends the activity. For Questions 24 and 28, pay close attention to how children finish the activities. Even if only one child does not follow the instructions, you will have to check "No". For Questions 23 and 27, all team members have to discuss and agree on the assessment. By orderliness, we mean that the activities are done in a systematic and cooperative manner; children are focused on the activities and demonstrate that they have practice in doing it.

Q: *Why do we need to get the signatures from the school head and the classroom teacher?*

A: Monitoring in itself does not improve program performance and EHCP implementation. It's very important that the results opportunities for improvement are discussed with all partners. This is what you should do right after you have completed the Survey Form. Sit down with the classroom teacher and the school head to discuss your finding and plan next steps for further improvements or for communicating best practices to the Division Office. The signatures simply confirm that the classroom teacher and the school head have received this information.

Q: *In the event of bad weather conditions, should monitoring activity continue?*

A: The conduct of survey should still continue despite unfavorable conditions. If it is not possible for the children to perform the group activities then the lowest ratings should be marked in the survey form. This will highlight the need for roofing.



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