



Republic of the Philippines
Department of Education
 Negros Island Region
DIVISION OF SAGAY CITY

JUL 25, 2025

DIVISION MEMORANDUM

No. 443, s. 2025

**MANDATORY HANDWASHING PROTOCOLS IN RESPONSE TO INCREASING
 CASES OF HAND, FOOT, AND MOUTH DISEASE (HFMD)**

To: Asst. Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In light of the increasing number of Hand, Foot, and Mouth Disease (HFMD) cases in our area, the Department of Education (DepEd) strongly encourages all schools to adopt enhanced hand hygiene practices to prevent further transmission of the disease. HFMD is a common viral infection that poses a greater risk to younger learners.
2. To safeguard the health and well-being of both students and school personnel, it is imperative that all educational institutions implement more stringent handwashing procedures without delay.

Implementation Timeline:

- **July 25–28, 2025:** Orientation and dissemination of guidelines to all school heads, teachers, staff, and parents.
 - **July 29, 2025:** Conduct of hand hygiene awareness sessions for students.
 - **July 29–31, 2025:** Placement of additional handwashing stations and procurement of hygiene supplies (soap, sanitizers, paper towels).
 - **August 1, 2025:** Full implementation of enhanced hand hygiene protocols in all schools.
 - **Ongoing:** Weekly monitoring and reinforcement of compliance, with reporting to division offices.
2. **We urge all school heads, teachers and parents to treat this matter with urgency and diligence.** Prompt and consistent action will greatly contribute to protecting our learners and school communities from the spread of HFMD.

3. **Mandatory Handwashing Protocols:**

All Schools must adhere to the following handwashing regulations in Order to protect the safety of all learners and employees:

A. Frequent Handwashing:

Students and staff must wash their hands at least 5 times a day

- i. Before and after eating
- ii. After using the restroom
- iii. After sneezing, coughing, or wiping noses
- iv. After Handling waste or trash



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B. Proper Handwashing Technique

- i. Wash hands with soap and water for at least 20 seconds.
- ii. Use alcohol-based hand sanitizers when soap and water are unavailable.
- iii. Ensure that everyone washes their hands properly, paying special attention to the areas between fingers and under the nails.

C. Hand Hygiene Education:

- i. Teachers are tasked with educating students about proper handwashing techniques. This should be reinforced regularly.
- ii. Posters and instructional materials on handwashing should be posted in prominent areas. (eg., near restrooms, eating areas, classrooms).
(See attached file for Handwashing poster)
Or you can access the file here: <https://11nk.dev/ld3s6>

D. Availability of Hand Hygiene Supplies:

- i. Schools must ensure that soap, water and hand sanitizers are available at all times.
- ii. Ensure that handwashing stations, especially in classrooms and restrooms are properly maintained and well-stocked.

E. Monitoring and Compliance:

- i. School heads and teachers are responsible for ensuring that students follow these hand hygiene protocols.
- ii. Regular checks should be made to ensure proper handwashing habits are being followed, particularly for younger students.

F. Health Screening:

- i. Students and staff should be taken home right away for medical evaluation if they show signs of HFMD, such as fever, rash, or mouth sores.

G. Isolation of Infected Individuals:

- i. After receiving a diagnosis of HFMD, students and staff are required to remain at home until they are no longer contagious, which usually takes a week to ten days.

H. School Cleanliness:

- i. Increased cleaning and disinfection of common areas, particularly high-touch surfaces, must be carried out throughout the school day.

I. Parental and Community Involvement

- i. Encourage parents to monitor their children's health, and to notify the school immediately if their child shows symptoms of HFMD.



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4. To support the monitoring of compliance with the handwashing routine and other hygiene practices—especially in light of the rising cases of Hand, Foot, and Mouth Disease (HFMD)—**all schools are required to upload a photo collage and an accomplishment report every last Friday of the month.**

Please submit your documents through the following link:

<https://shorturl.at/BTF6i>

5. The implementation of stringent hand hygiene protocols is essential in reducing the spread of HFMD within our schools. We rely on the cooperation of all school personnel, parents, and students to uphold these measures in order to maintain a safe and healthy learning environment.

6. The **Data Privacy Act and related policies of the DOH and DepEd** shall be followed in the handling and sharing of data.

7. It is understood that DepEd Sagay City Division commits to integrate the principles of gender equality, equity and sensitivity, non-discrimination, and human rights, in the provision of governance of basic education. This is in line with the DepEd's mandate to ensure access to quality basic education and equal opportunities for all.

8. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Enclosure : As stated
Reference :
Allotment : N/A
No. of Pages : 6

To be indicate in the **Perpetual Index** under the following subjects:

FN: rftb/SGOD **HFMD** **WinS** **HANDWASHING**



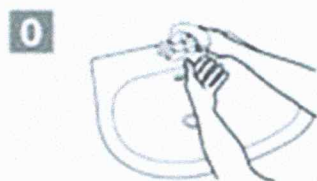
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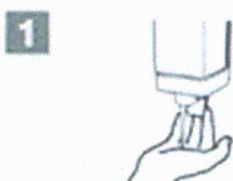
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure: 40-60 seconds



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



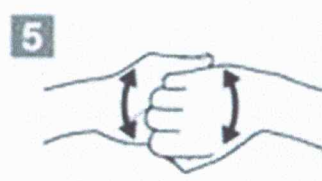
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



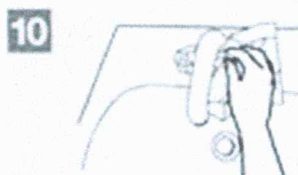
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



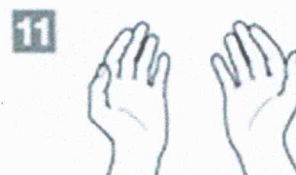
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.

World Health Organization

Patient Safety
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SAVE LIVES
 Clean Your Hands



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 Telephone Number: (034) 488 – 0215/0216
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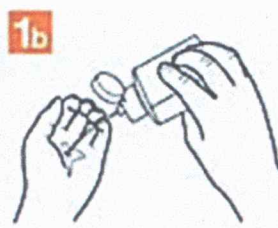
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;

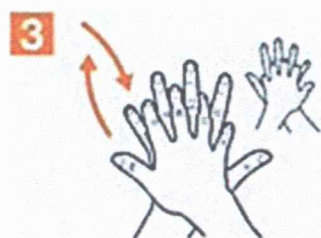


1b

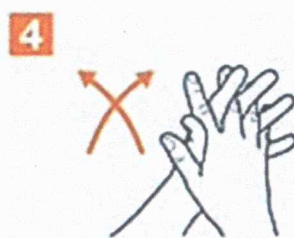


2

Rub hands palm to palm;

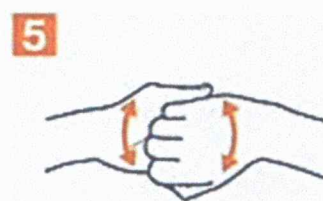


3 Right palm over left dorsum with interlaced fingers and vice versa;



4

Palm to palm with fingers interlaced;



5

Backs of fingers to opposing palms with fingers interlocked;



6

Rotational rubbing of left thumb clasped in right palm and vice versa;




7

Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8

Once dry, your hands are safe.



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SAVE LIVES

Clean Your Hands

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No soap? No running water? Handwashing is still possible



It's always best to wash your hands with soap and water for at least 20 seconds – but if you don't have access to running water and soap, these are alternatives.

WATER

Clean water is best, but if you need to save it for drinking, then you can use:

- drained rice water
- Clean river or sea water
- laundry or dish water
- water from boiled vegetables

ALTERNATIVES to soap

Lots of local materials are safe to use:

- coffee grounds
- ash
- salt
- sand
- coconut husk
- bark, leaves, berries

RUBBING

To clean your hands, you must rub them together with water and soap or an alternative to soap.

STEPS FOR HANDWASHING

- Wet hands with water
- Rub hands together with soap or other material (20 secs)
- Rinse hands with water
- Dry hands with a clean, dry cloth (towels/sheets/old clothes). Wash the cloth frequently.