



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



**Office of the Schools Division  
Superintendent**

February 14, 2024

DIVISION MEMORANDUM

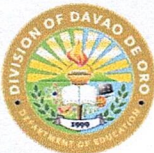
No. 123, s. 2024

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS/  
DISTRICT COORDINATING PRINCIPALS

Subject: GUIDANCE ON THE UPLOADING OF THE WINS DATA FOR SY 2022-  
2023 AND SY 2023-2024 UNDER THE NEWLY ENHANCED ONLINE  
MONITORING SYSTEM (e-OMS)

1. Attached is the OUOPS No. 2024-09-993 dated February 2, 2024 regarding the Guidelines on the uploading of the WINS data for SY 2022-2023 and SY 2023-2024 under the newly enhanced Online Monitoring System (e-OMS).
2. To expedite the submission, all schools are required to submit soft copy of their Water, Sanitation and Hygiene in School (WinS) online report for SY 2022-2023 and SY 2023- 2024 in the google drive listed hereunder on or before February 23, 2024.
  - SY 2022-2023  
[https://drive.google.com/drive/folders/1SD0K6aMc\\_-e8U\\_FdTP2C-HI8KWJVHp2Z](https://drive.google.com/drive/folders/1SD0K6aMc_-e8U_FdTP2C-HI8KWJVHp2Z)
  - SY 2023-2024  
<https://drive.google.com/drive/folders/1TV7KqJcOT91wRMPywTJi6limqguqA3iX>
3. Other details of this memorandum are contained in the enclosure.
4. Immediate dissemination of this Memorandum is desired.

**CRISTY C. EPE, CESO V**  
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines  
**Department of Education**  
**OPERATIONS**

OUOPS No. 2024-01-993

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER  
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED  
ALL REGIONAL AND DIVISION WINS COORDINATORS  
SCHOOL HEADS CONCERNED

**FROM :** *[Signature]*  
Atty. REVSEE A. ESCOBEDO  
Undersecretary for Operations

**SUBJECT :** GUIDANCE ON THE UPLOADING OF THE WINS DATA FOR SY 2022-2023 AND SY 2023-2024 UNDER THE NEWLY ENHANCED ONLINE MONITORING SYSTEM (e-OMS)

**DATE :** February 02, 2024

The Department of Education (DepEd) Order No. 10, s. 2016 or the Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program defines the quality standards for water, sanitation, hygiene, deworming, and health education. DepEd, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), crafted this policy in order to promote correct hygiene and sanitation practices among school children and a clean environment in and around schools to keep learners safe and healthy. The WinS Program is implemented through an integrated system known as the **Three-Star Approach (TSA)** designed to support monitoring, quality assurance, and performance recognition, as stipulated in **DepEd Memorandum No. 194, s. 2018** or the **Implementing Guidelines to DepEd Order No. 10, s. 2016** (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program). The WinS TSA puts a premium on both the improvement efforts of the school community and the results of those efforts.

After years of WinS policy implementation, DepEd and its development partners have agreed on the necessity of integrating the WinS Online Monitoring System (OMS) into the Basic Education Information System (BEIS). In this regard, the BLSS-SHD, in close coordination with GIZ [*Deutsche Gesellschaft für Internationale Zusammenarbeit*], UNICEF (United Nations Children's Fund), and Save the Children Philippines, is amending DM 194, s. 2018 to reinforce and strengthen the WinS Program monitoring and implementation by:

SHD\_VBB/02052024

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
Email: [oure@deped.gov.ph](mailto:oure@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
Tel. No.: (02) 8633-5313; (02) 8631-8492

coordination with GIZ [*Deutsche Gesellschaft für Internationale Zusammenarbeit*], UNICEF (United Nations Children's Fund), and Save the Children Philippines, is amending DM 194, s. 2018 to reinforce and strengthen the WinS Program monitoring and implementation by:

- a. ensuring that the issues and concerns on WinS data and WinS monitoring can be addressed;
- b. enhancing the interface and navigation experience of the coordinators by incorporating more user-friendly features on the Wins Online Monitoring System (OMS);
- c. updating the process flow in navigating the Enhanced OMS (E-OMS); and
- d. providing flexibility for changes in technology and upgrading of platforms and systems used in WinS Monitoring.

In this regard, the following annexes shall be used as reference or guide for the uploading of the needed WinS data for the current school year (SY) covering the **SY 2022-2023** and **SY 2023-2024**:

- a. **Annex A:** WASH in Schools Enhanced Online Monitoring System User's Manual for Schools (see Attachment 1 for details); and
- b. **Annex B:** WASH in Schools Enhanced Online Monitoring System Administrator's Manual for Schools Division IT Officer and School ICT Coordinator (see Attachment 2 for details).

Further, keeping in mind the change in the opening of the school year, the integration of the enhanced OMS into the BEIS, and pursuant to DM 194, s. 2018, the uploading of WinS data for **SY 2022-2023** in the e-OMS shall be completed not later than **February 15, 2024** while for **SY 2023-2024**, the uploading shall be open from **February 20, 2024** to **May 31, 2024**.

Moreover, as articulated in the WinS policy, DepEd recognizes the invaluable support of stakeholders in achieving the objectives of learning and health outcomes via a comprehensive school-based implementation of the WinS program. As such, the WinS policy strongly encourages and supports various governance levels to engage its partners and key stakeholders to strategically participate in program management and implementation.

While most schools find ways to intensify and identify potential partners to support its program implementation, which includes but not limited to, establishing WASH facilities like sex-segregated toilets, this Office respectfully reiterates the following:

- a. While DepEd applauds local initiatives to promote gender-responsive basic education per DepEd Order 32, s. 2017, the WinS policy ensures the provision of sex-segregated toilets as one of the minimum requirements (crucial indicators) for a school to reach at least a star level;
- b. DepEd strongly prohibits any personnel or official to engage in any form of financial solicitation or donations from any individual or organization to improve the WASH conditions and/or compliance of the schools to WinS standards;
- c. compliance to WinS standards to improve star level requires creative utilization of available resources that will not require any school to spend beyond the allocated program funds of the Department;

- d. the WinS Three-Star Approach (TSA) is a system used to monitor, quality assure, and recognize the efforts of schools and should not be used for competition between and among schools;
- e. **DepEd Memorandum 13, s. 2021** or the "*Designation of WinS Coordinators in the Department of Education Regional and Schools Division Offices*" officializes the coordinatorship at the regional and schools division offices. In the absence of a separate non-teaching personnel facilitating the program, the school head shall fulfill the role as the Chair of the WinS Technical Working Group (TWG) at the school level. Teachers shall not be permitted to perform any and all tasks related to the program to ensure that academic interventions and in-class learning will be prioritized.

For more information, please contact **Ms. Magdalene Portia T. Cariaga**, Senior Education Program Specialist and **Mr. Vonerich B. Berba**, Education Program Specialist II of the Bureau of Learner Support Services-School Health Division under the Nutrition and Hygiene Team through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or [telephone number](#) (02) 8632 9935.

Immediate dissemination of this Memorandum is desired.