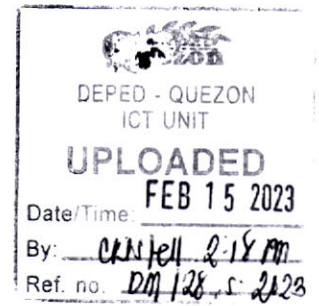




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 February 2023

DIVISION MEMORANDUM

DM No. 128, s. 2023

**SUBMISSION OF WASH IN SCHOOLS (WinS) MONITORING REPORT
FOR SY 2022-2023**

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads In-Charge of Governance and Operations
Elementary and Secondary School Heads
School Health Personnel
School WinS Coordinators
All Others Concerned

1. In reference with DepEd Order No. 10, s. 2016 or the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program Policy and Guidelines, all public elementary and secondary schools shall periodically submit report on the status of WinS program implementation to the Schools Division Office as part of the monitoring and evaluation.
2. In line with this, all schools are expected to submit report and update their status through the WinS Three Star Approach (TSA) using the WinS Monitoring Tool for Schools, version 2017-06-04 (MS Excel file).
3. The following are the reminders in accomplishing the monitoring tool for SY 2022-2023:
 - a. For the Year of Reporting, select the year **2022** in the Entry tab of the WinS Monitoring Tool.
 - b. For integrated schools, please submit two forms: one for elementary and one for secondary level.
 - c. Reports on deworming shall cover children dewormed from July 2022 to February 2023.

DEPEDQUEZON-TM-SDS-04-009-003



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4. All accomplished monitoring tools from schools must be submitted in **soft copy** (MS Excel file) to the District Nurses on or before **March 10, 2023**.
5. The following format shall be used when saving the tool: **SY2022WINS-Name of District-Name of School** (e.g. SY2022WINS-Agdangan-Agdangan Central ES).
6. All district nurses shall review the accomplished monitoring tools before uploading to the DepEd WinS Online Monitoring System **deped-wins.sysdb.site/Login/**. All reviewed and uploaded WinS Monitoring tools shall be forwarded **per District** to the School Health Section e-mail address: **sdoquezonforthewins@gmail.com** on or before **March 20, 2023**.
7. Deadline of submission and uploading in the WinS OMS is on **March 31, 2023**.
8. The Division WinS Core Group shall provide online and onsite technical assistance for field implementers. All schools with 3-star level rating will be validated by the Division WinS Technical Working Group. A separate Division Memorandum will be issued pertaining to these activities.
9. For further questions and clarifications, you may contact Nurse Soren Joshua P. Pabella, Division WinS Coordinator, at 09209670393.
10. Immediate dissemination of and strict compliance to this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shssjpp02/10/2023

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