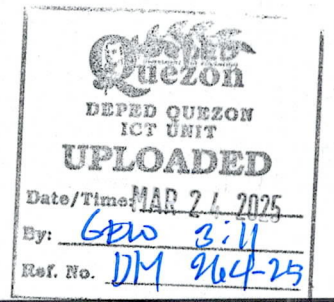




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 March 2025

DIVISION MEMORANDUM
DM No. 264, s. 2025

**SUBMISSION OF WASH IN SCHOOLS (WinS) MONITORING SCHOOL YEAR-END
REPORT FOR S.Y. 2024-2025**

To: Assistant Schools Division Superintendent,
SGOD Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
School Health Personnel
All Others Concerned

1. In reference with DepEd Order No. 10, series of 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 Wins program implementation to the School Division Office as part of monitoring and evaluation.
2. In line with this, all school Wins TWG headed by the School Head shall submit WinS Monitoring Form version 2022-07-15 to their respective District Nurses on or before **March 28, 2025**. The report shall cover WASH in Schools implementation, improvements and practices covering July 2024- April 2025.
3. All District Nurses and District Wins Coordinators shall review and update the status of WinS Three Star Approach (TSA) using the WinS **Monitoring Tool version 2022-07-15 (MS Excel file format)**. A separate announcement shall be provided through DepEd QUEZON WINS SCHOOL HEALTH group chat regarding the uploading of reports in WinS Enhanced Online Monitoring System integrated in the DepEd LIS.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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4. The following are the reminders in accomplishing the monitoring tool for SY 2024-2025:
 - a. For the Year of Reporting: Select the year “**2024**” in the Entry Tab Wins Monitoring Tool,
 - b. For integrated schools: Please submit two forms, one for elementary and one for secondary level.
5. All reviewed and encoded Wins Monitoring Tool shall be forwarded **PER DISTRICT** to School Health Section e-mail address: sdoquezonwashinschool@gmail.com on or before **April 3, 2025**. The following format shall be used when saving the tool: **SY2024WINS-Name of District-Name of School** (eg. SY2024WINS-Quezon-Quezon ES).
6. For questions and clarifications, you contact **Nurse Jenny Lyn V. Barrantes**, Division WinS Focal Person, at **09565175505**.
7. Immediate dissemination and compliance of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

shs-jub/03/17/2025

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