




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

 DEPED QUEZON ICT UNIT UPLOADED Date/Time: <u>MAY 22 2024</u> By: <u>caribel 11:30 am</u> Ref. No. <u>00415 s 2024</u>

20 May 2024

DIVISION MEMORANDUM

No. 415, s. 2024

**SUBMISSION OF WASH IN SCHOOLS (WinS) MONITORING SCHOOL YEAR-END
REPORT FOR S.Y. 2023-2024**

To : Assitant Schools Division Superintendents
SGOD Chief
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
School Health Personnel
District WinS Coordinators
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 Schools Division Office as part of the monitoring and evaluation.
2. In line with this, all school WinS TWG headed by the School Head shall submit printed WinS Monitoring Form v2017-05-25 to their respective District Nurses on or before **May 31, 2024**. The report shall cover WASH in Schools implementation, improvements, innovations and practices covering August 2023-May 2024. See Enclosure A for reference.
3. All District Nurses and District WinS Coordinators shall review, encode 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.
4. The following are the reminders in accomplishing the monitoring tool for SY 2023-2024:
 - a. For the Year of Reporting: Select the year "**2023**" in the Entry tab of WinS Monitoring Tool,

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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Republic of the Philippines
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SCHOOLS DIVISION OF QUEZON PROVINCE

- b. For integrated schools: Please submit two forms, one for elementary and one for secondary level.
- c. For other updates regarding encoding of report, kindly refer to the annexes of DepEd OUOPS Memo. No. 2024-29-993 or the 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) See Enclosure B for reference.
5. All reviewed and encoded WinS Monitoring tool shall be forwarded **PER DISTRICT** to School Health Section e-mail address: **sdoquezonforthewins@gmail.com** on or before **June 20, 2023**. The following format shall be used when saving the tool: **SY2023WINS-Name of District-Name of School** (eg. SY2023WINS-Agdangan-Agdangan Central ES)
6. The Division WinS Core Group shall provide online and onsite technical assistance for field implementers. All schools with 3 star-level rating shall be validated by the Division WinS Technical Working Group. A separate Division Memorandum will be issued pertaining these activities.
7. For further questions and clarifications, you may contact **Nurse Soren Joshua P. Pabella**, Division WinS Focal Person, at **09209670393**.
8. Immediate dissemination and compliance of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


9.


shssjpp/05/20/2024


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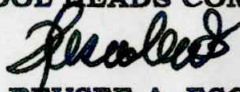
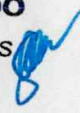


Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-01-913

MEMORANDUM

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

FROM : 
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; Website: 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 or [telephone number](#) (02) 8632 9935.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
WASH IN SCHOOLS (WinS) MONITORING FORM

Instruction:

- Fill-up the spaces provided correctly and completely. This form shall be accomplished by the School Head or any authorized representative from the school.
- For integrated schools, please fill up two forms, one for elementary and one for secondary.

Date: _____ School Year: _____ Level: Elementary Secondary

School Name: _____ School ID: _____

District: _____ Division: _____

Complete School Address: _____

Name of School Head: _____ Contact No.: _____

Total Enrolment:

	MALE	FEMALE	TOTAL
Shift 1			
Shift 2			
Shift 3			

1. Does the school provide drinking water? Check only one.

- All the time
- Yes, but supply is not regular
- No drinking water in the school

2. Is the drinking water provided by the school for free? Yes No

3. Does the school coordinate with the LGU or water district to test the quality of water? Yes No

4. How many times was the quality of water tested in the current calendar year? _____

5. Did the test result show that water is safe for drinking? Yes No

6. What other mechanisms are used to ensure that drinking water in school is safe? Check all applicable

- Teachers ask the learners to bring their own drinking water to school
- If drinking water is from a refilling station, the school requires a water quality certificate.
- Water from an accessible water source is boiled
- Water from an accessible water source is filtered
- Others _____

7. In the previous week, **how often** is water for daily handwashing and cleaning of toilets **available** in the school **regardless of source?** (*This includes water delivered to the school or collected from rain*)
Check only one.

- Available only on certain days of the week
- Available daily for 24 hours
- Available daily but only in certain hours

8. How many toilet seats are available for children in the school?

Do not include toilet seats for teachers.

	MALE	FEMALE	SHARED/COMMUNAL	TOTAL
Functional				
Not functional				

9. Are all functional toilets secure, private and have door with lock? Yes No

Do all functional toilets have lighting (includes natural light or alternative sources) Yes No

Do all functional toilets have adequate ventilation? Yes No

10. Do all exclusively female toilets have wrapping materials and trash bins for used sanitary pads? Yes No

11. How many exclusively female toilets have a washing facility inside the toilet? _____

12. Are detached toilets within view of school building and people? Yes No

13. Are there toilet/s designed for persons with limited mobility? (These toilets must have a ramp, railing and adequate space for a wheelchair) Yes No

14. How often is the sanitation facilities cleaned? Check only one.

- Daily Once a week
 Less than once a week At least twice a week

15. Does the school burn its waste? Yes No

16. Are segregated trash bins with cover available in the following areas? Check all applicable.

- Classrooms Toilets Canteens
 Offices Clinics Play Areas
 Gardens Hallways Gyms/Stage

17. Are the students segregating their solid waste properly? Yes No

18. Does the school have policies/sanctions which promote the practice of solid waste segregation? Yes No

19. How regular is garbage being collected from the school? Check only one.

- Daily Once a week No Collection
 2-3 times a week Less than once a week

20. Does the school have a compost pit for biodegradable waste? Yes No

21. Does the school have a refuse pit for non-biodegradable waste? Yes No

22. Does the school have a materials recovery facility (MRF)? Yes No

23. Do all toilets in the school have functional septic tank/s? Yes No

24. Does the school have a functional drainage from the kitchen and all wash areas to ensure that there is no stagnant water? Yes No

25. In the past year, did the school experience any floods? Yes No

26. Did the school adopt the following mechanisms to address stagnant water? Check only one.

- Pumping out of water
- Filling of stagnant water
- Soak pit (a water catchment area which contains gravel, sand, or other materials that absorbs water to prevent pooling)
- Treatment of stagnant water to prevent breeding of mosquitoes (use of larvicides, fish, etc.)
- Not applicable (e.g., no stagnant water because of sandy soil)

27. Does the school have a canteen? Yes No

28. Does the school canteen have a sanitary permit? Yes No

29. Do food handlers practice the following food safety measures?

- Wearing of hairnet, gloves, masks and apron
- Handwashing
- Separate the storage of dry and wet food materials

30. Have all food handlers been oriented on food safety measures? All Some None

31. Do all food handlers in the school have health certificates? All Some None

32. How many times in a week is supervised group handwashing with soap conducted for all children in the school? (Write 0 if this is not done in school.) _____

33. What is the extent of student participation in supervising group handwashing? Check all applicable

- Students are participants supervised by teachers
- There are students who assist teachers in supervising handwashing activities
- There are students assigned to lead handwashing activities

34. How many handwashing facilities are available in your school?

	Number of facilities	Total number of faucets/water outlets/punch holes
Individual handwashing facility		
Group handwashing facility *		

* A group handwashing facility should have **at least:**
 ↳ 10 water outlets in the elementary level, and
 ↳ 4 water outlets in the secondary level

Note: A water outlet may be any opening where water comes out for handwashing (eg. Faucets, punch pipes, etc.)

35. Is there a regular supply of soap for handwashing? Yes No

36. Are handwashing facilities available in the following areas? Check all applicable.

- Classrooms
- Toilets
- Canteen/Eating Areas
- Play areas
- Agricultural areas (e.g., Gulayan, livestock area)
- Clinics
- Laboratories

37. Do children perform individual handwashing during the following times? Check all applicable

- Before meals/eating/handling food
- After cleaning activities/handling garbage
- After using the toilet
- After playing
- After handling soil and animals

38. How many times in a week is supervised group toothbrushing with fluoride conducted for all children in the school? (Write 0 if this is not done in school) _____

39. What is the extent of student participation in supervising group toothbrushing? Check all applicable.

- Students are participants supervised by teachers
- Students assist teachers in supervising toothbrushing activities
- Students are assigned to lead toothbrushing activities

40. For elementary schools, is there a regular supply of toothbrush and toothpaste for toothbrushing? Yes No

41. Are the repair and maintenance requirements for WASH facilities (i.e., water, toilet and washing facilities) reflected in the following? Check all applicable.

- School improvement plan (SIP)
- Annual improvement plan (AIP)

42. What are the sources of funds for WASH facilities and supplies? Check all applicable.

ITEM	SCHOOL MOOE	EXTERNAL PARTNERS			VOLUNTARY DONATIONS FROM INTERNAL STAFF	CHILDREN BRING THEIR OWN
		PRIVATE/INDIVIDUAL DONATIONS	PTA FUNDS	LGU FUNDS		
Soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothbrush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toothpaste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning materials/supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair and maintenance (labor/spare parts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

43. Where can learners avail of sanitary pads? Check all applicable.

- School Canteen
- Guidance Office
- Others: _____
- School Clinic
- Class adviser/teacher Laboratories

44. Is there information on proper disposal of sanitary napkins in the girls' toilet? Yes No

45. Are there DepEd Approved Instructional materials on Menstrual Health for Teachers? Yes No

46. Are there DepEd Approved Information, Education and Communications (IEC) materials on Menstrual Health for Students? Yes No

47. Is there a designated rest space for girls with menstrual discomfort? Yes No

48. Is deworming done semi-annually? Yes No

49. What is the total number of students dewormed? _____

50. Which areas have information, education and communication materials (IEC) for WASH in Schools (WinS)? Check all applicable.

	HYGIENE (HANDWASHING, TOOTHBRUSHING)	MENSTRUAL HEALTH MANAGEMENT	SANITATION (WASTE SEGREGATION/DISPOSAL, DRAINAGE, DEWORMING)	FOOD SAFETY
Bulletin board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Canteen/Eating areas	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

51. Are there organized structures (e.g., TWGs, student clubs) to promote WinS? Yes No

52. Is WinS a part of INSET? Yes No

53. Are learning materials available for teaching WinS? Yes No

54. Is WinS being advocated in the General PTA assembly? Yes No

55. Are there planned and organized activities for advocating WinS to parents/stakeholders? Yes No

56. Is WinS part of the co/extra-curricular program for students? Yes No

PREPARED BY:

TWG MEMBERS *	
PRINTED NAME	SIGNATURE

* Signed by at least 3 – 4 members

CERTIFIED TRUE AND CORRECT BY:

School Head: _____
(Signature over printed name)

Position Title: _____ Date: _____

CHECKED BY DISTRICT OFFICE:

Head of Office: _____
(Signature over printed name)

Position Title: _____ **Date:** _____

VERIFIED BY THE DIVISION OFFICE:

Head of Office: _____
(Signature over printed name)

Position Title: _____ **Date:** _____

Annex A

WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM USER'S MANUAL FOR SCHOOLS

1. INTRODUCTION

This manual is intended for the person in charge of maintaining the WinS Monitoring System in the School. It contains instruction on how to input data, generate the reports, and upload the data into the online system.

The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels.

The latest version of the Monitoring Form, Excel-Based System and Online Monitoring System can now be accessed at <https://oms.wins.deped.gov.ph> .

Note: Uploading via <http://deped-wins.sysdb.site> is no longer an option.

2. EXCEL-BASED WINS MONITORING SYSTEM

The Excel-Based WinS Monitoring System will be used to encode data from the monitoring form. The system can be opened using Excel 2007 and above. Each school shall have one file containing data for one school year.

2.1. Entering data in the Excel-Based WinS Monitoring System

The data entry module of the Excel-Based System can be access by clicking on the "Entry" worksheet found in the lower left section of the screen. The user can only encode data in cells which are colored white. The user can click the "Tab" of "Enter" keys to move to the next cell in the system.

Department of Education
WASH in Schools Monitoring System

Version: 2022-07-15

A. School Profile

Date of Survey: (yyyy-mm-dd)	2023-02-01
School Year	2023
Level	Elementary
School Name	School ES
School ID	0
School District	District Sample
Division	Division Sample
School Address	Sample street, barangay 1, city
Name of the School Head	NAME SCHOOL HEAD
Contact Number	09876543210

System version

Enter data in white cells

Tip: Press tab to move to the next white cell

Total Enrolment	Male	Female	Total
Shift 1	100	98	198
Shift 2	98	97	195
Shift 3			0

Click to access the data entry module

Entry 3Stars Matrix Charts +

Certain cells in the system have predefined options which the user needs to select. To enter data for these cells, the user has to click on the dropdown arrow which will appear when the cell is activated and select the appropriate value. Entering invalid values will result in a message box warning the user that the data entered is no valid. In order to proceed with encoding the data, press the “Cancel” button and enter the correct data. There are also cells which require numeric values such as enrolment data. These cells will not accept letters or special characters.

Department of Education
WASH in Schools Monitoring System

Version: 2022-07-15

B. Water Access

1. Does the school provide drinking water?	Yes, but supply is not regular
2. Is the drinking water provided by the school for free?	TEST
3. Does the school coordinate with the LGU or water district to test the quality of drinking water?	
4. How many times was the quality of drinking water tested in the previous school year?	
5. Did the test result show that water is safe for drinking?	
6. What other mechanisms are used to ensure the safety of drinking water? Check all applicable	
Teachers ask the learners to bring their own water to school	<input type="checkbox"/>
If drinking water is from a refilling station, the school requires a water quality certificate	<input type="checkbox"/>
Water from an accessible water source is boiled	<input type="checkbox"/>
Water from an accessible water source is filtered	<input type="checkbox"/>
Others	
7. In the previous week, how often is water for daily handwashing and cleaning of toilets available in the school regardless of source? (This includes water delivered to the school or collected from rain)	

Some cells have predefined options from a dropdown

Message box pops up when encoder enters invalid data

Invalid Entry

Select Yes or No only.

Retry Cancel Help

Entry 3Stars Matrix Charts +

2.2. Accessing the Reports in the Excel-Based WinS Monitoring System

The WinS 3-Star Matrix for School can be accessed by clicking on the “Matrix” worksheet found in the lower left section of the screen. It provides an overview of how the school is performing in the 40 WinS indicators. The performance is color coded with Red being the lowest at 0 star, followed by Yellow at 1 star, Green at 2 stars and Blue at 3 stars. Ideally a school will target to move the lowest performing indicators to the next level in order to improve the quality of WinS implementation.

Clicking on any of the indicators will bring the user to the WinS 3-Star Report for Schools which shows the detailed milestones that a school needs to achieve in order to reach the national standard at the third star. The result found in this report are based on the information encoded in the data entry module of the system.

WINS 3-STAR MATRIX FOR SCHOOLS
School ES, District 1, Division Sample

Water	Safe Drinking Water ★	Water Testing ★★★	Water for Cleaning ★★★	
Sanitation	Segregated Toilets ★★★	Security of Toilets 0 Star	Wash Facility for Toilets ★★★	Wash Facility for MHM ★★
	Safety of Detached Toilets ★	Toilets for Disabled ★★★	Daily Cleaning of Toilets ★★★	Funding for Repairs ★★★
	Burning of Waste ★★★	Segregated Trash Bins 0 Star	Waste Segregation 0 Star	Garbage Collection ★
	Septic Tank ★	Drainage ★★★	System for Flood ★★	Food Handlers ★★★
Hygiene	Group Hand-washing Activity ★★★	Available Soap ★★★	Group Hand-washing Facility ★★★	Individual Hand-washing Facility ★★★
	Individual Hand-washing Practice ★★★	Group Tooth-brushing Activity ★★★	Available Tooth-brush & paste 0 Star	
	WinS in SIP/AIP	Funding of Supplies	Sanitary Pads	

Indicators are color coded to indicate Star rating:
Blue – 3 stars
Green – 2 stars
Yellow – 1 star
Red – 0 star

Click to access 3-Star Matrix

Entry Matrix 3Stars Charts ⊕

The WinS 3-Star Report for schools can be access by clicking on the “3Stars” worksheet found in the lower left section of the screen. It provides a detailed view of all the 40 WinS indicators and the milestones that a school needs to achieve in order to reach the national standard. A check in the report would signify the rating for a particular indicator. In the example below, the school has already met the criteria for 2 stars for W.S1-1 which is the indicator for Safe Drinking Water. The system will automatically provide the scores for each of the indicators based on the data encoded in the data entry module and compute the overall rating of school which, in this case, is one star.

DEPARTMENT OF EDUCATION
WINS 3-STAR REPORT FOR SCHOOLS

Division: **Division Sar** ✓ Means the 1-star criteria has been met
 District: **District 1**
 School: **School E5**

Overall rating is average score of all indicators
 Overall Rating: **2** ★★

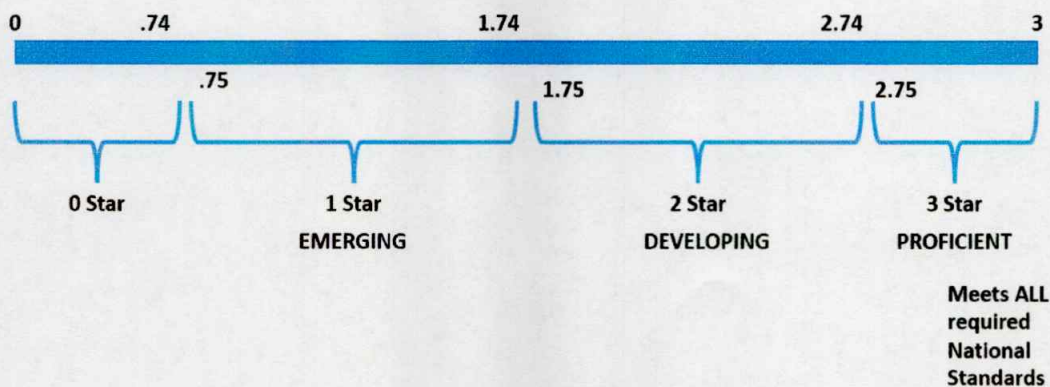
Category	One Star	Two Stars	Three Stars	Score
Water	✓ W.51-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water	W.52-1. Safe drinking water is provided by the school but supply is not regular.	W.53-1. Safe drinking water is provided for free for all children in the school at all times	1
	W.51-2. The school coordinates with the relevant agency/office to test the quality of water.	W.52-2. The quality of water is tested once every calendar year in coordination with the relevant agency/office.	✓ W.53-2. The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.	3
	W.51-3. Regardless of source, water for cleaning is available only for certain days of the week	W.52-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day.	✓ W.53-3. Regardless of source, water for cleaning is available on a daily basis in all school hours	3
Sanitation	S.51-1. The overall pupil to toilet seat ratio is 101 or higher and there are at least one functional and clean toilets that are gender segregated	S.52-1. The overall pupil to toilet seat ratio is 51-100 students and there are more than two functional and clean toilets that are gender segregated as needed based on enrolment	✓ S.53-1. The fur ratio (by gender) is 5	3
	S.51-2. Toilets are secure, private, with door and lock.	S.52-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.53-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads AND At least 1 female toilet have an exclusive washing	0

Entry Matrix **3Stars** Click to access 3-Star Matrix

Score based on star rating

The basis for computing the overall rating is the average score of all the indicators matched against the continuum scale below. There are also 5 crucial indicators which are pre-requisites for a school to move beyond 0 star. The 5 crucial indicators are Safe Drinking Water, Gender-Segregated Toilets, Group Handwashing Facility, Group Handwashing Activities, and Access to Sanitary Pads. If a school scores 0 in any of the 5 crucial indicators, it shall automatically be a 0 star school regardless of its overall rating.

RANGE / EXTENT OF IMPLEMENTATION



The WinS 3-Star Charts for Schools can be accessed by clicking on the "Charts" worksheet found in the lower left section of the screen. It provides the same information as the WinS 3-Star Matrix but in a more graphical view.

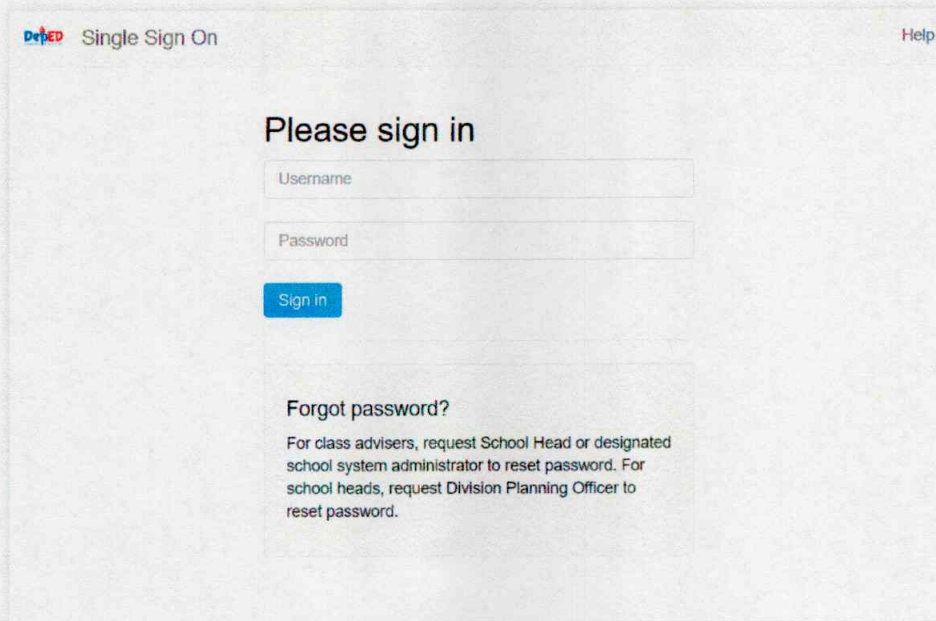


3. CREATION OF USER ACCOUNTS AND ROLE DESIGNATION FOR WINS IN THE USER ACCOUNT MANAGEMENT SYSTEM (UAMS).

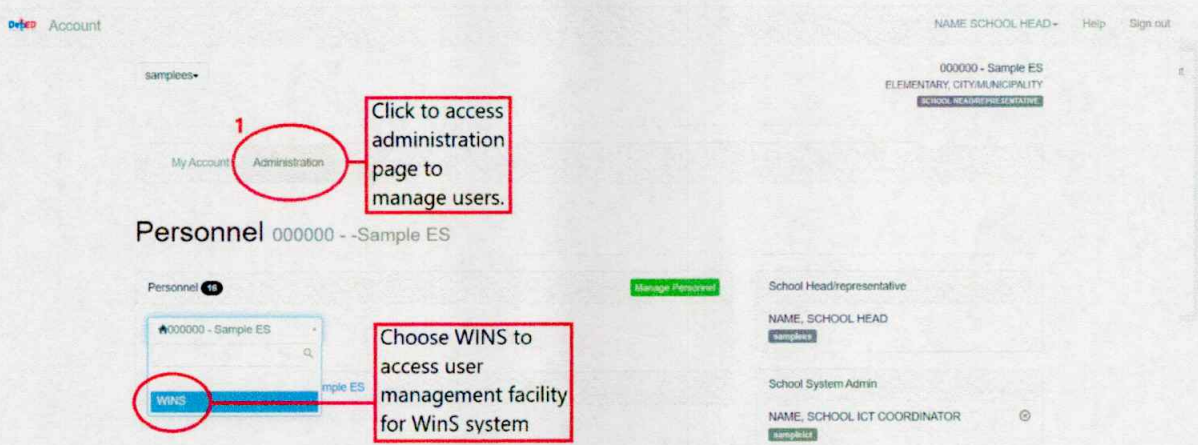
The enhanced Online Monitoring System utilizes the User Account Management System (UAMS) of the Enhanced Basic Education Information System (EBEIS). To access the system, an administrator account for the WinS Online Monitoring System must be created. Please contact your respective IT Officer.

3.1. Creation of Administrator account for WinS OMS

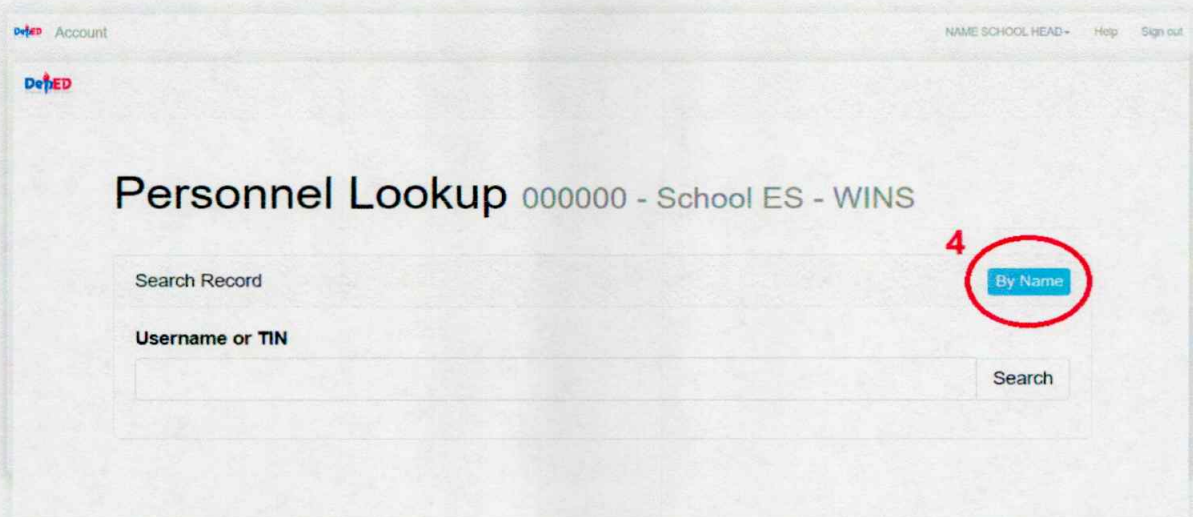
1. Access the site <http://lis.deped.gov.ph> and login using your credentials.



2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.



3. Click the **"Manage Personnel"** button.



The screenshot shows the 'Personnel Lookup' page for '000000 - School ES - WINS'. At the top left is the 'DePED Account' logo, and at the top right are links for 'NAME SCHOOL HEAD - Help Sign out'. Below the title is a search bar labeled 'Search Record' and a 'By Name' button circled in red with the number '4' next to it. Below that is a 'Username or TIN' input field and a 'Search' button.

4. Click the **"By Name"** button.
5. Type the First name and Last name of the user to be created and then, click **"Search"**. If there are no records found, click the **"No, this is correct. Create New Record"** button.



The screenshot shows the 'Personnel Lookup' page for '000000 - School ES - WINS'. Below the search bar, there are two input fields: 'First name *' with 'Johnny' entered, and 'Last name *' with 'Doe' entered. Below these fields is a 'Search' button circled in red with the number '5' next to it.

6. If there are records found, click the **"Not Listed? Create new record."** button.
7. Click **"New Record"** Button

DePED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *
Johnny

Last name *
Doe

Search

Record of "JOHNNY DOE" not found
Make sure search parameters are correct.

No, this is correct. Create new record.

Create a new record with the following details

First name
JOHNNY

Last name
DOE

New Record

No, this is correct. Create new record.

Click the "No, this is correct. Create new record." button to proceed

6

7

- Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.

DePED

New Personnel

First name *
Johnny

Middle name *
Jordan

Last name *
Doe

Ext name

Gender *
Male

Birthdate * yyyy-mm-dd
11/11/1990

TIN * xxx-xxx-xxxx
555-555-551

Gsisbp no

Plantilla item no

Create

8

Fill up personnel information. The fields with '*' are required.

9. Type a unique username for the account.
10. Click the **“Create Account”** button.

Account not found

Personnel record created.

Personnel Info

Full name JOHNNY JORDAN DOE
Gender Male
Birthdate 11/11/1980

View extended profile

Create Account

Account is required to enable access control.
Provide username to create an account for this personnel

9 Username jdoe.winsadm

10 Create Account

Enter a unique username for the account.

11. Verify the account created then click the close button.

Johnny Jordan Doe

jdoe.winsadm

Personnel account created.

Personnel Info

Full name JOHNNY JORDAN DOE
Gender Male
Birthdate 11/11/1980

View extended profile

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Add Role

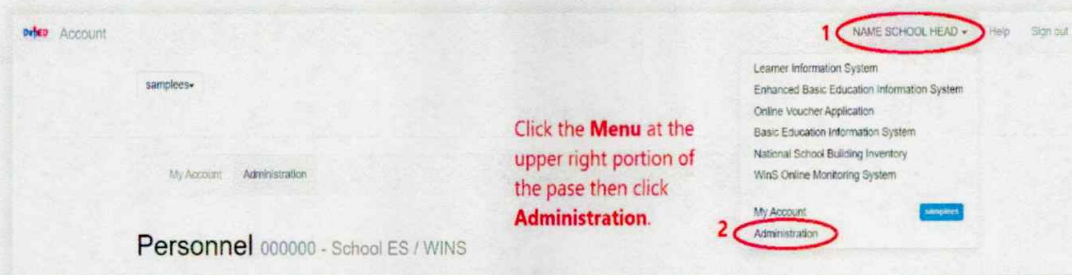
11

Click 'X' button to close the personnel creation dialog box.

3.2. Assigning the School WinS Administrator role

1. For **School ICT system administrator**, login using your account at <http://lis.deped.gov.ph>. Then, go to **Menu**.

2. Click **Administration**.



3. Choose the **WINS** in the Access List.
4. Click the **“Manage Personnel”** button.



5. Type the username that will be assigned the WinS administrator role.



6. Click the **“Add Role”** button then select **“WINS – Administrator”**.

Johnny Jordan Doe



[jdoe.winsadm](#)

Personnel Info

Full name
JOHNNY JORDAN DOE
Gender
Male
Birthdate
11/11/1980

[View extended profile](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

6

[Add Role](#)

WINS - Administrator

7. In the Access List panel, verify if the **Administrator** role is assigned. Then click the close button.

Johnny Jordan Doe
jdoe.winsadm

jdoe.winsadm account access level in 000000 - School ES - WINS updated.

Personnel Info [Update](#)

Full name
JOHNNY JORDAN DOE
Gender
Male
Birthdate
11/11/1980

[View extended profile](#)

Account Maintenance

[Reset Password](#) [Lock](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

[Administrator *](#) [Add Role](#)

8. Go back to the main page. Then, click the browser's **Refresh** button or press **F5**. Verify if the user has the **administrator** role in the WINS Personnel list.

Account

NAME, SCHOOL, HEAD

000000 - School ES
ELEMENTARY, City/Municipality

My Account: Administrator

Personnel 000000 - School ES / WINS

Personnel: [View All Personnel](#)

WINS *

Name	Username	Last Login
DOE, JOHNNY *	jdoe.winsadm	11/24

Administrator
DOE, JOHNNY

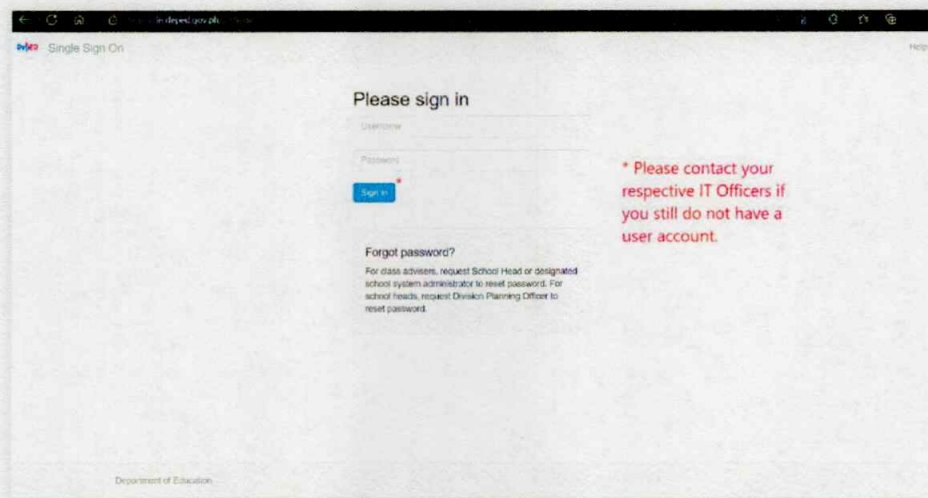
*Verify if the user is in WINS Personnel list and has the administrator role.

Department of Education

3.3. Logging in

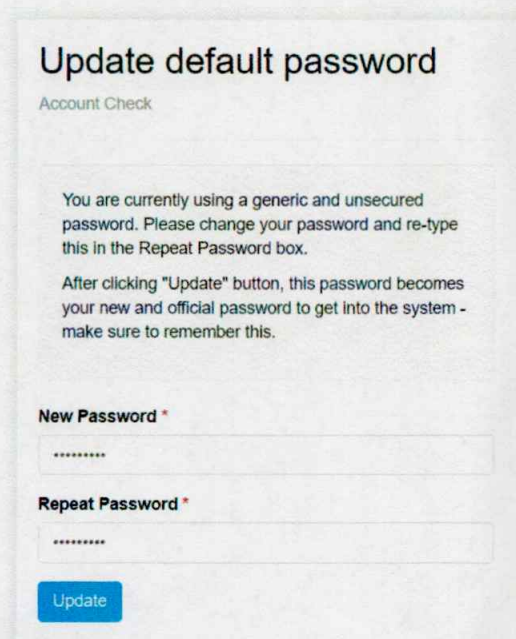
Accessing the website will bring the user to the login page. The user must enter the appropriate username and password to access the various modules of the system.

1. Access the site <https://oms.wins.deped.gov.ph> using your browser. This will redirect you to the login page <https://lis.deped.gov.ph>. Login using your account.



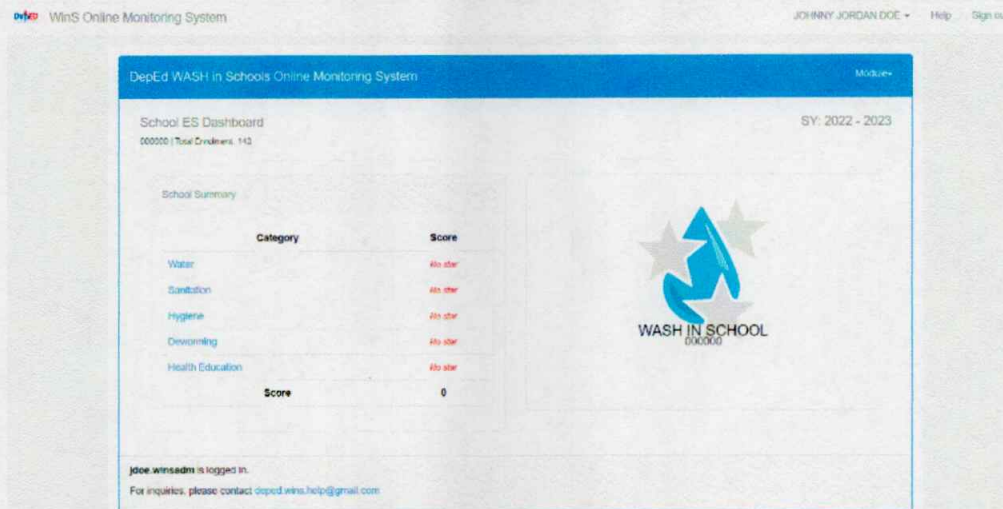
The screenshot shows a web browser window with the URL <https://lis.deped.gov.ph>. The page is titled "Single Sign On" and "Please sign in". It features a "Username" field, a "Password" field, and a blue "Sign in" button. Below the password field is a "Forgot password?" link. A red asterisk warning states: "* Please contact your respective IT Officers if you still do not have a user account." At the bottom, it says "Department of Education".

For **newly created accounts**, the username is the default password. Please use the issued username as the password. The system will prompt the user to enter a new password. Then, click the **"Update"** button.



The screenshot shows a form titled "Update default password" with a sub-section "Account Check". The text reads: "You are currently using a generic and unsecured password. Please change your password and re-type this in the Repeat Password box." Below this, it says: "After clicking 'Update' button, this password becomes your new and official password to get into the system - make sure to remember this." The form has two input fields: "New Password *" and "Repeat Password *", both containing asterisks. A blue "Update" button is at the bottom.

- Upon successful login, the system will redirect you to the DepEd WASH in Schools Online Monitoring System Dashboard.



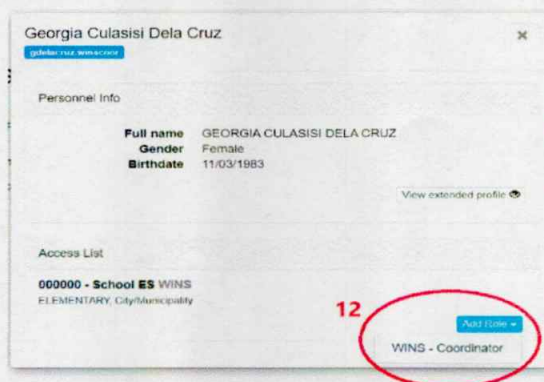
3.4. Creation of School WinS Coordinator account for WinS E-OMS

To upload the Excel-Based WinS Monitoring Form, a user account with the role of **WinS Coordinator** must be created. The account creation of this role can be accomplished by the account with the assigned **WinS Administrator** role.

- Login to <https://oms.wins.deped.gov.ph> using the account with the assigned **WinS Administrator** role. On the Menu, click the Administration.

Note: As a WinS Administrator, you can only select WINS on the Personnel List option. This will let you manage school accounts for WinS.

- Follow Steps 3 – 11 of **3.1 Creation of Administrator account for WinS OMS**.
- Follow Steps 1 – 5 of **3.2 Assigning the School WinS Administrator role**.
- The personnel information page will appear, click the **“Add Role”** button then choose **WinS – Coordinator**.



5. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.

Georgia Culasisi Dela Cruz 13 ✕

gdelaacruz.winscoor account access level in 000000 - School ES - WINS updated. *

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

[View extended profile](#)

Account Maintenance

[Reset Password](#) [Lock](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

[Coordinator](#) ✕ [Add Role](#)

6. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

7. Follow Click the **"Manage Personnel"** button.

DEPED Account JOHNNY JORDAN DOE Help Sign out

jdoh.winsadm

[My Account](#) [Administration](#)

Personnel 000000 - School ES / WINS

Personnel 1 2 [Manage Personnel](#) Administrator

WINS DOE, JOHNNY jdoh.winsadm

[List all Personnel in 000000 - School ES - WINS](#)

000000 - School ES
ELEMENTARY, City/Municipality
WINS-ADMINISTRATOR

Verify if WINS - ADMINISTRATOR role.

8. The **"Personnel Lookup"** page will appear. Click the **"By Name"** button.
9. Type the First name and Last name of the user to be created then click the **"Search"** button. This will search the system if there are records with the same name. If there are no records found click the **"No, this is correct. Create New Record"** button. If there are records found, click the **"Not Listed? Create new record."** Button instead.
10. Then click the **"New Record"** button.

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *
REMALYN

Last name *
DELA CRUZ

4

Record of 5 not found

No, this is correct. Create new record.

Creates a new record with the following details

First name
REMALYN
Last name
DELA CRUZ

Personnel Lookup 000000 - SCHOOLE S - WINS

Search Record

First name *
GEORGIA

Last name *
DELA CRUZ

Search Result

#	TIN	Last name	First name	Middle name	Ext name	Birth Year
1	0000-0000-0000	DELA CRUZ	GEORGIA	DE JESUS		1971

1 records found

6

If there are multiple records found, Click the "Not listed? Create new record." button.

11. Fill up personnel information. Then click "**Create**" button to save the new record. Note: Fields with * are required.

New Personnel

Fields with * are required.

First name *
GEORGIA

Middle name *
CULASISI

Last name *
DELA CRUZ

Ext name

Gender *
Female

Birthdate *
03/11/1983

TIN *
555-823-231

Gsisbp no

Plantilla item no

6

12. A “**Personnel record created**” message will appear indicating that the record is created. Type a **unique username** for the account. Then click the “**Create Account**” button.

The image shows two side-by-side screenshots of a web application interface. The left screenshot displays a 'Personnel record created' message in a green box. Below it, the 'Personnel Info' section shows: Full name: GEORGIA CULASISI DELA CRUZ, Gender: Female, Birthdate: 11/03/1983. A 'Create Account' section below contains a message: 'Account is required to enable access control. Provide username to create an account for this personnel.' The 'Username' field contains 'gdelacruz.winscoor' and the 'Create Account' button is highlighted with a red circle and a red number '7'. The right screenshot shows a 'Personnel account created' message in a green box. Below it, the 'Personnel Info' section shows the same details. The 'Access List' section shows '000000 - School ES WINS ELEMENTARY, City/Municipality'. The 'Create Account' button from the previous screenshot is now highlighted with a red box and contains the text 'gdelacruz.winscoor'. A red circle with an 'X' is in the top right corner of the right screenshot.

13. The account is successfully created. Click the “X” button to close the personnel page.
14. The assignment of the WinS coordinator role is managed by the WinS Administrator account. Go back to the main administration page by navigating to the Menu then click **Administration**.

The image shows a user menu for 'JOHNNY JORDAN DOE'. The menu items are: Learner Information System, Enhanced Basic Education Information System, Online Voucher Application, Basic Education Information System, National School Building Inventory, WinS Online Monitoring System, My Account (with a blue button 'jdoe.winsadm'), and Administration (highlighted with a red circle and a red number '9').

15. On the Personnel page, make sure **WINS** is selected in the drop-down option then click the “**Manage Personnel**” button.
16. On the personnel lookup page, type the **username** of the account you created on #7. Then click on “**Search**”.

Personnel 000000 - School ES / WINS

Personnel 0

WINS

None found.

10

Manage Personnel

Administrator

Non granted

Personnel Lookup 000000 - School ES - WINS

Search Record

By Name

Username or TIN

gdelacruz.winscoor

11

Search

17. The personnel information page will appear, click the “**Add Role**” button then choose **WinS – Coordinator**.

Georgia Culasisi Dela Cruz

gdelacruz.winscoor

Personnel Info

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

View extended profile

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

12

Add Role

WINS - Coordinator

18. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.

Georgia Culasisi Dela Cruz
gdelaacruz.winscoor

13 x

gdelaacruz.winscoor account access level in 000000 - School ES - WINS updated. *

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

[View extended profile](#)

Account Maintenance

[Reset Password](#) [Lock](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

[Coordinator](#) [Add Role](#)

19. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

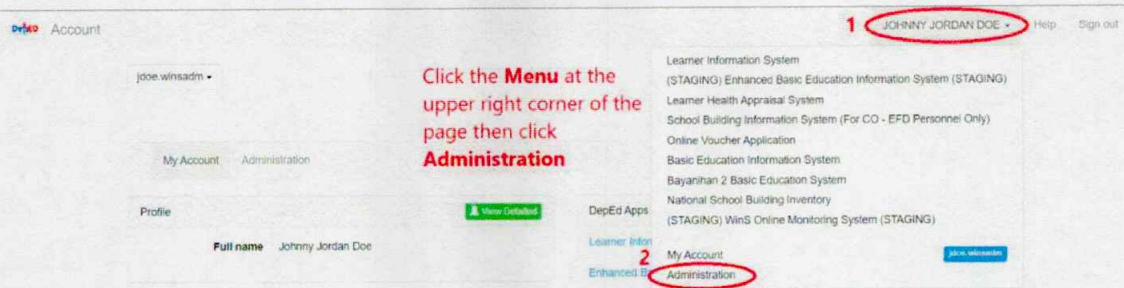
3.5. Password Reset module

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to School ICT Officer

1. Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or School ICT Officer. Click on the **Menu**.

2. Click **Administration**.



3. On the **List of Personnel page**, choose the user account and then, click the **“Folder”** icon button.

Personnel 000000 - School ES / WINS

Personnel 2		Manage Personnel	
WINS			
Name Last, First	Username	Last Login	
1 DELA CRUZ, GEORGIA *	gdelacruz.winscoor		3 
2 DOE, JOHNNY	jdoe.winsadm	16:08	

4. Click on the **“Reset Password”** button.

Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.

Georgia Culasisi Dela Cruz
gdelacruz.winscoor

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ

Gender Female

Birthdate 11/03/1983

View extended profile

Account Maintenance

4 Reset Password Lock

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Coordinator Add Role

By clicking the reset password button, the system will revert to the user's default password.

5. A “**Username password reset to default.**” notification message will be displayed to indicate that the password has been set to default. You can now advise the requesting user to login using the default password. Click the close button.

3.6. Accessing the Upload School System Module

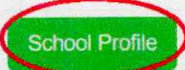
Entering the correct username and password will give the user access to the various modules of the system. Move the mouse to the **Modules Menu** in the upper right section of the screen, then click **the Upload School System** command to access the Upload School System Screen.

Category	Score
Water	No star
Sanitation	No star
Hygiene	No star
Deworming	No star
Health Education	No star
Score	0

When the Upload System Screen appears, click on “**School Profile**” button. Then, select the file containing the Excel-Based System for your school. Click on the “**Upload**” button to send the data into the online monitoring system. The system will display a confirmation message if the file was successfully uploaded. An error message will appear if the Excel-based System was not successfully uploaded.

DepEd WASH in Schools Online Monitoring System Module ▾

Upload School System Screen

School Year	2022 - 2023	Choose a file to upload.  <input type="button" value="Back"/> <input type="button" value="Upload Now"/>
Level	Elementary	
Region	Sample Region	
Division	Sample Division	
School District	Sample District	
School	Sample ES	
School	Sample ES	

gdelacruz.winscoor is logged in.
For inquiries, please contact deped.wins.help@gmail.com

In case the school needs to make changes in the data, update the Excel-based System first. Then, repeat the process of uploading the updated file. This will overwrite the old data with the latest one. The school can make changes in the online monitoring system as long as data for the school year has not yet been finalized.

4. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph .

Annex B

WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM ADMINISTRATOR'S MANUAL FOR SCHOOL DIVISION IT OFFICER AND SCHOOL ICT COORDINATOR

1. INTRODUCTION

This manual is intended for the Division IT Officer and School ICT Coordinator. It contains instruction to Manage User Accounts. The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS Monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels. These are discussed in more detail in the User's Manual for Schools.

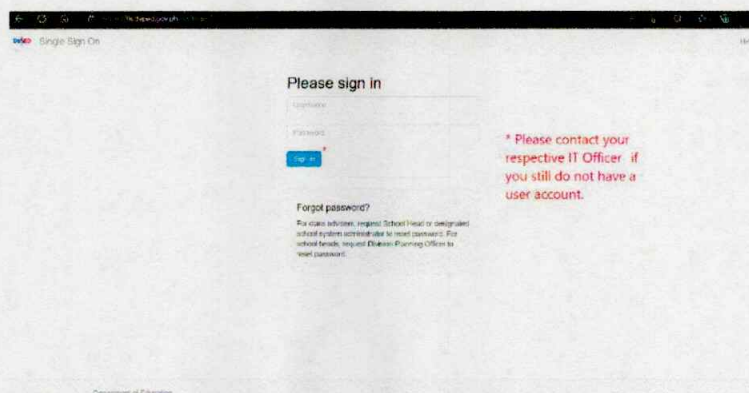
The latest version of the Monitoring Form, Excel-Bases System and Online Monitoring System can be accessed at <https://oms.wins.deped.gov.ph>.

2. WINS ENHANCED ONLINE MONITORING SYSTEM

The enhanced online monitoring system can be accessed at <https://oms.wins.deped.gov.ph>. It was designed primarily to upload the Excel-Based System that was encoded by the schools and generate aggregated reports that will be useful to the Divisions, Regions and National levels. It also has system administrations modules to manage the user accounts.

2.1. LOGGING IN

Accessing the website will bring the user to the login page single-sign on of the Learner Information System/Enhanced Basic Education Information System (LIS/EBEIS). Login using your Division or School ICT account.



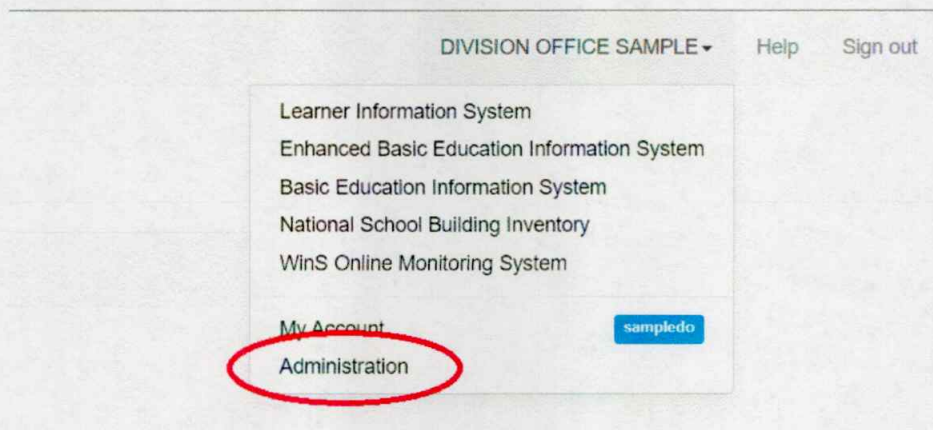
2.2. MANAGING USER ACCOUNTS AND ROLES

This module allows the system administrators to add and edit user accounts. There are two(2) roles that can be assigned for the WinS enhanced Online Monitoring System, these are the **WinS Administrator** and **WinS Officer/Coordinator** role. The former allows the user to add, edit user account and assign the roles for the division officers and school personnels while the latter can upload the Excel-Based WinS monitoring Form and generate reports.

For **Division IT Officer and School ICT**, assigning the WinS Administrator of the division or school is the first step to access the system. For new accounts, create the account using the User Account Management System (UAMS) facility of LIS/EBEIS then assign the WinS Administrator role.

2.2.1. ASSIGNING ADMINISTRATOR ROLE

1. To assign the WinS Administration role, navigate to Administration page.



2. Select WINS on the drop-down option in the Personnel panel.

Personnel Sample



3. Make sure WINS is selected then click the Manage Personnel button.

Personnel Sample / WINS *

Personnel 2 Manage Personnel

WINS

List all Personnel in Sample - WINS

4. The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Administrator role.
5. Click Search.

Personnel Lookup Sample - WINS

Search Record My Name

Username or TIN
haggabao Search

Henrietta Garcia Aggabao haggabao ✕

Personnel Info

Full name	HENRIETTA GARCIA AGGABAO
Gender	Female
Birthdate	12/04/1981

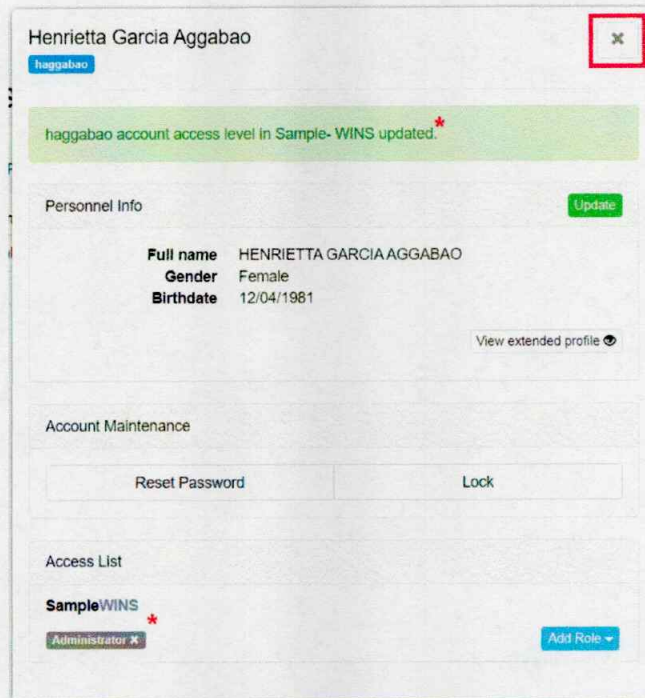
View extended profile

Access List

Sample WINS Add Role

WINS - Administrator

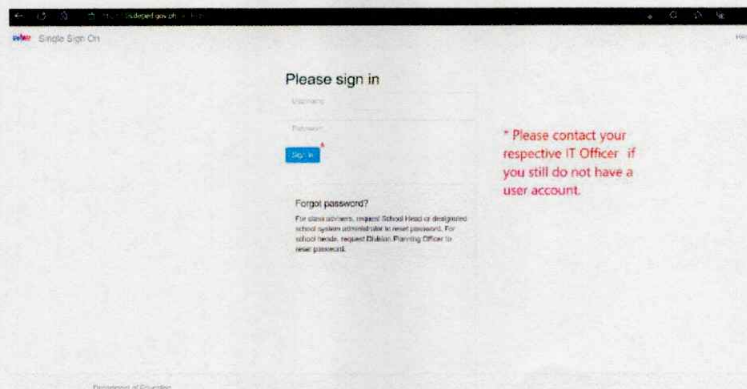
6. Click the Add Role dropdown button then select WINS – Administrator.
7. Verify that the Administrator role for WinS is added on the Access List Panel. Click the close button to exit.



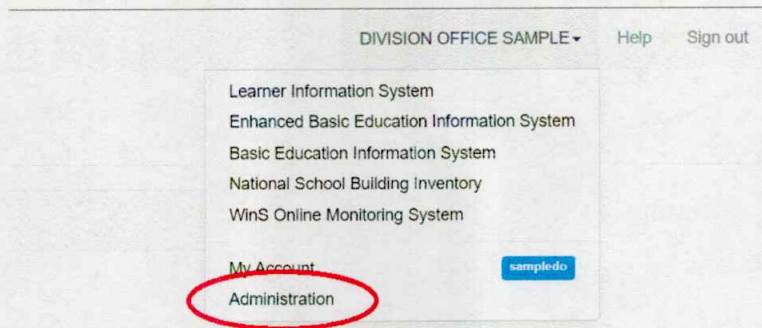
2.3. ASSIGNING THE WINS OFFICER/COORDINATOR ROLE

Once you secure the account with the WinS Administrator role, you can now create and/or assign the WinS Officer/Coordinator role. The WinS Officer role can validate and upload the Excel-based WinS Online Monitoring Form. For School, the WinS Coordinator can only upload the Excel-based WinS Online Monitoring Form. Note that the WinS Administrator role has the upload and/or validate privileges.

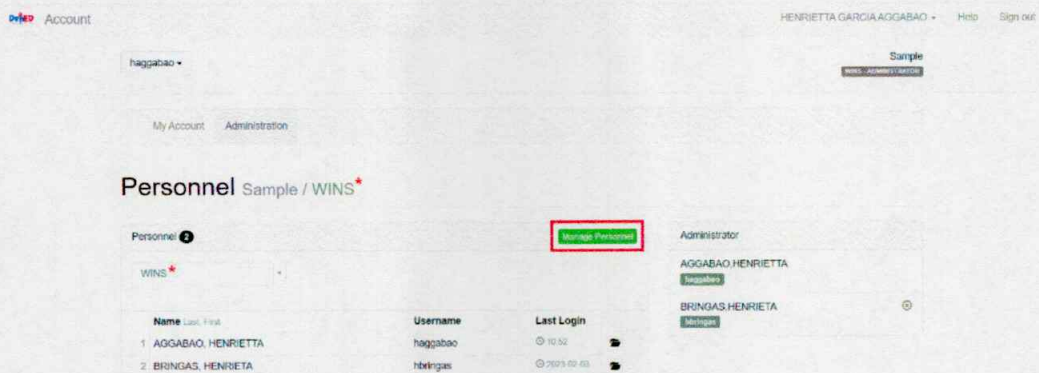
1. For WinS Administrator of the Division or School, logging using your account.



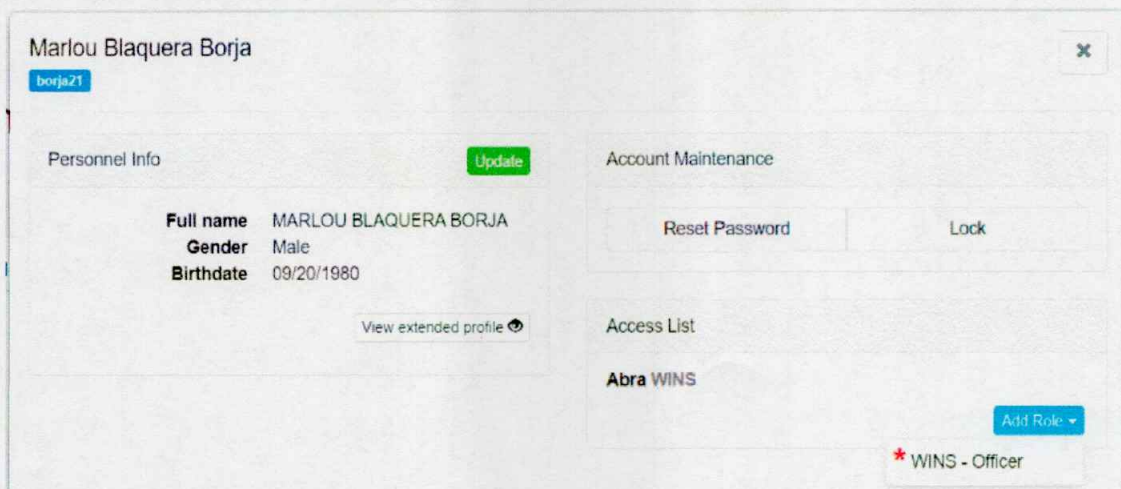
2. Navigate to the Administration page.

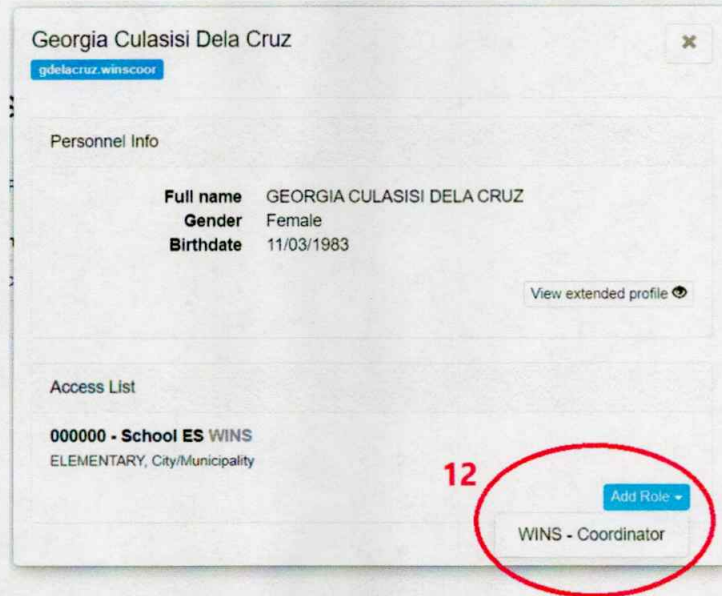


3. Click the Manage Personnel button.



4. The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Officer or WinS Coordinator role.
5. Click the Add Role dropdown button and select WINS – Officer. For Schools, select WINS – Coordinator.





6. Click the close button once done.

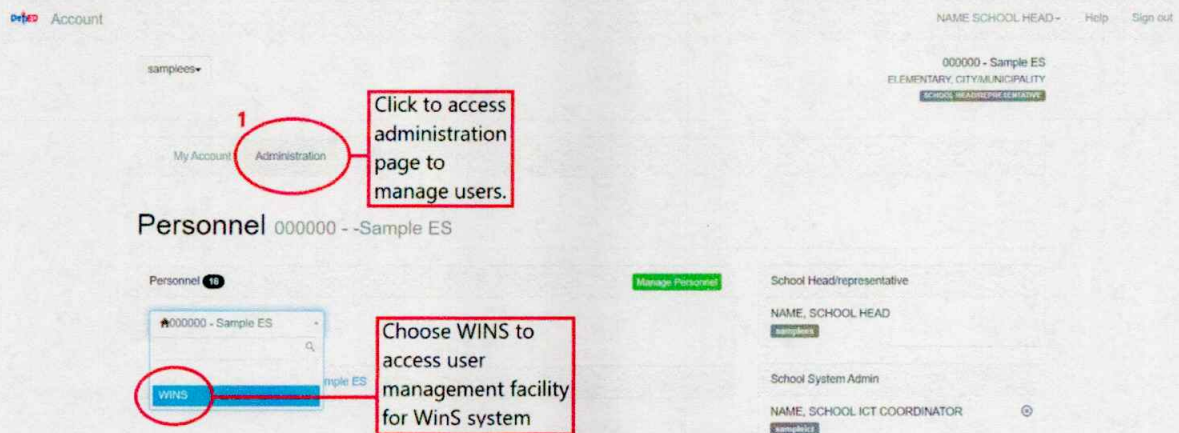
2.4. CREATION OF NEW ACCOUNT FOR WINS E-OMS

1. Access the site <http://lis.deped.gov.ph> and login using your credentials.

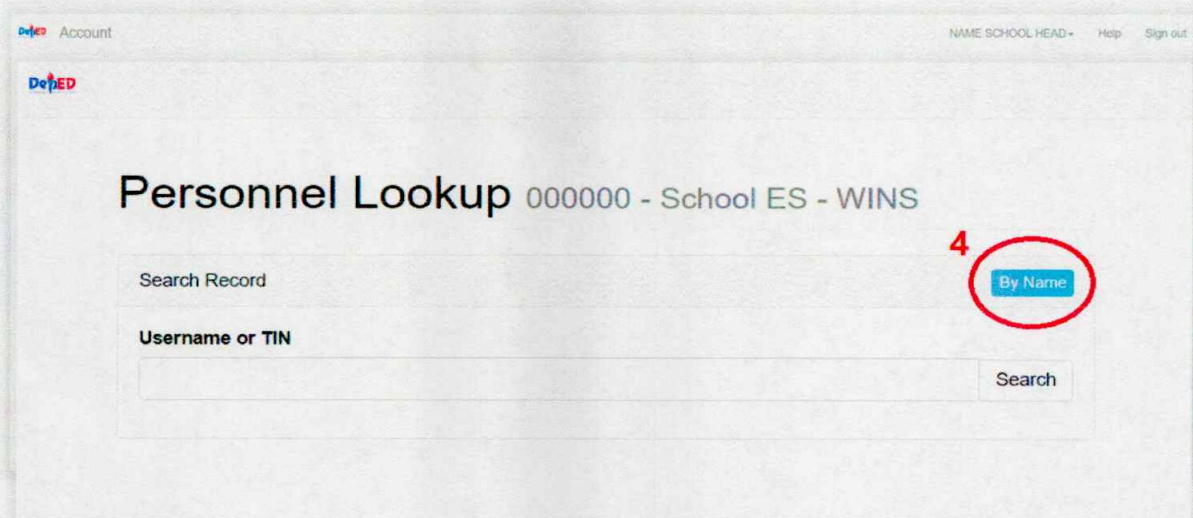


2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.





3. Click the **“Manage Personnel”** button.



4. Click the **“By Name”** button.

5. Type the First name and Last name of the user to be created and then, click **“Search”**. If there are no records found, click the **“No, this is correct. Create New Record”** button.

DepED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

5

6. If there are records found, click the **"Not Listed? Create new record."** button.
7. Click **"New Record"** Button

DepED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

Record of "JOHNNY DOE" not found

6 Make sure search parameters are correct.

No, this is correct. Create new record.

Create a new record with the following details

First name
JOHNNY

Last name
DOE

7

No, this is correct. Create new record.

Click the "No, this is correct. Create new record." button to proceed

8. Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.

New Personnel

First name *
Johnny

Middle name *
Jordan

Last name *
Doe

Ext name

Gender *
Male

Birthdate *
11/11/1980

TIN *
555-555-551

Gsisbp no

Plantilla Item no

8

Fill up personnel information. The fields with '*' are required.

9. Type a unique username for the account.
10. Click the **“Create Account”** button.

Account not found

Personnel record created.

Personnel Info

Full name JOHNNY JORDAN DOE
Gender Male
Birthdate 11/11/1980

View extended profile

Create Account

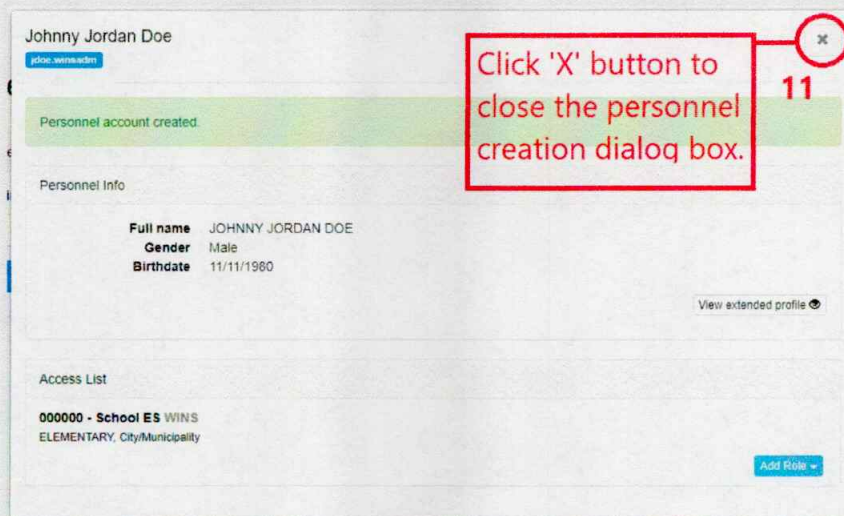
Account is required to enable access control.
Provide username to create an account for this personnel.

9

Enter a unique username for the account.

10

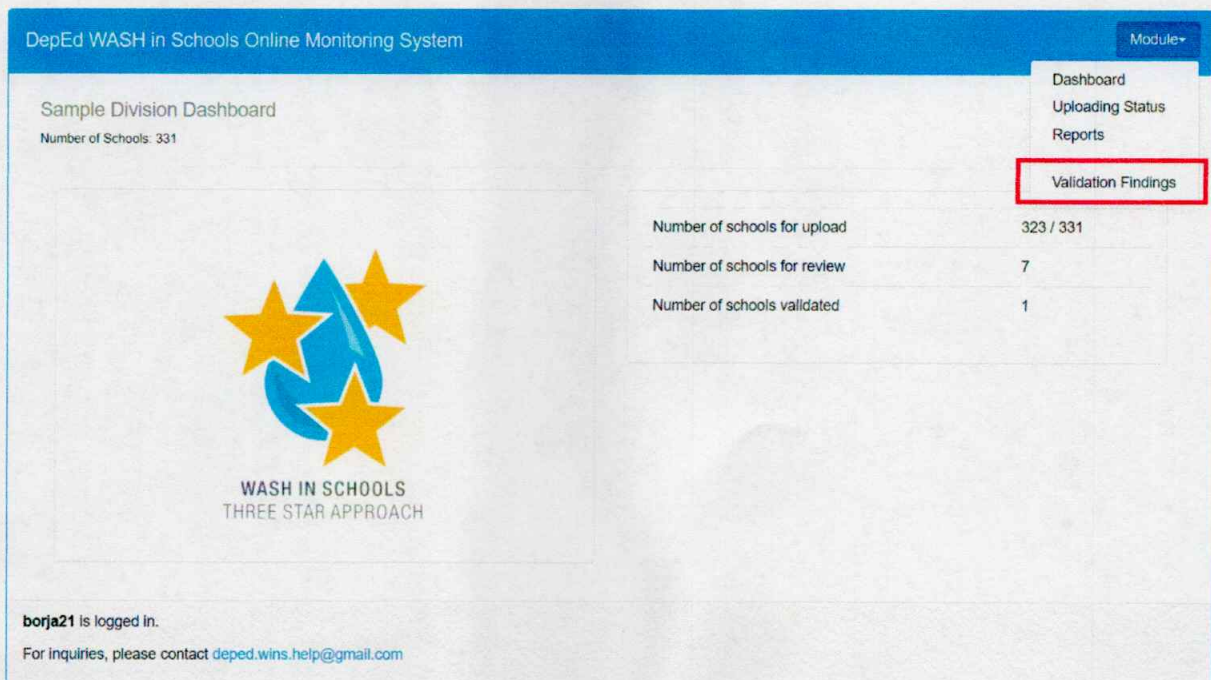
11. Verify the account created then click the close button.



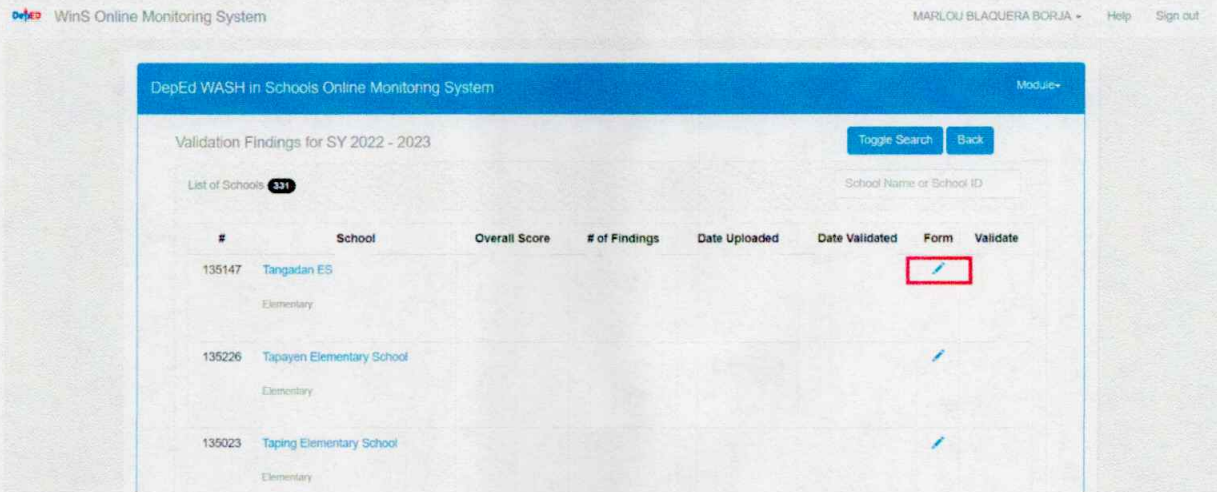
2.5. UPLOADING THE EXCEL-BASED ONLINE MONITORING FORM

The enhance WinS Online Monitoring System has a feature to allow Division WinS Officer to upload the Excel-Based Online Monitoring Form on behalf of the school. Using this feature, the schools with intermittent internet connection can submit their accomplished form to their respective Division Officer.

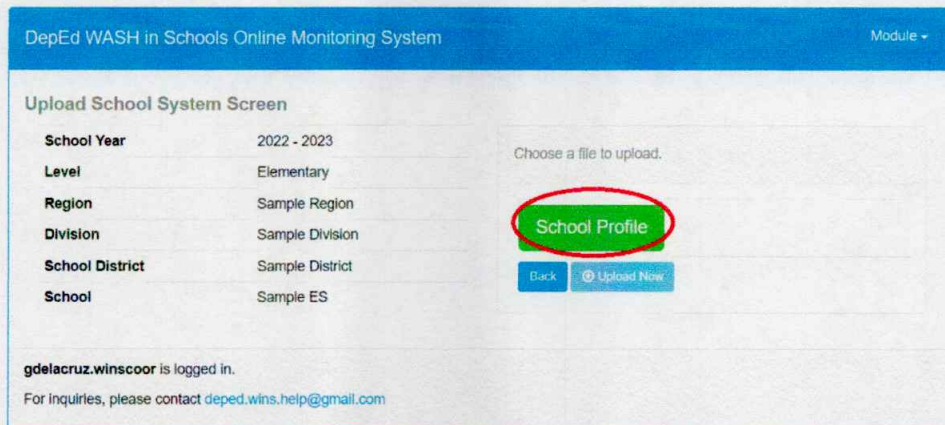
1. Assess the WinS enhanced Online Monitoring System using your issued account. On the upper right portion of the screen click the **Module** menu then click **Validation Findings**.



- You will be directed to the Validation Findings page. You can view the list of schools within the division. Click the **pencil** icon.



- You will be redirected to the **Upload School System Screen** page, click the School Profile button and browse for the Excel-based Online Monitoring Form.
- Click **Upload Now** button.



- Upon successful upload, you will see the Overall Score and the Date Uploaded. If there are changes on the school data, the division wins officer or school wins coordinator can upload the excel-based form again while the system is open for upload.

2.6. PASSWORD RESET MODULE

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to ICT Officer

1. Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or ICT Officer. Click on the **Menu**.
2. Click **Administration**.

Account JOHNNY JORDAN DOE - Help Sign out

jdoe.winsadm -

My Account Administration

Profile [View Details](#)

Full name Johnny Jordan Doe

DepEd Apps

Learner Info [My Account](#) [Administration](#)

Enhanced

Click the **Menu** at the upper right corner of the page then click **Administration**



- Learner Information System
- (STAGING) Enhanced Basic Education Information System (STAGING)
- Learner Health Appraisal System
- School Building Information System (For CO - EFD Personnel Only)
- Online Voucher Application
- Basic Education Information System
- Bayanitan 2 Basic Education System
- National School Building Inventory
- (STAGING) WinS Online Monitoring System (STAGING)

3. On the **List of Personnel** page, choose the user account and then, click the **Folder** icon button.

Personnel 000000 - School ES / WINS

Personnel [Manage Personnel](#)

WINS

	Name Last, First	Username	Last Login
1	DELA CRUZ, GEORGIA *	gdelacruz.winscoor	16:08 
2	DOE, JOHNNY	jdoe.winsadm	16:08 

4. Click on the **Reset Password** button.

Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.

5. A **“Username password reset to default.”** notification message will be displayed to indicate that the password has been set to default. You can now advise the requesting user to login using the default password. Click the close button.

3. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph .