



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

Division Memorandum
No. 215 s. 2026

**SUBMISSION OF THE DIGITAL COPY OF WATER, SANITATION AND HYGIENE
MONITORING TOOL FOR S.Y. 2026-2027 AND GUIDANCE ON WINS
COORDINATOR DESIGNATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

In line with **DepEd Order No. 10, s. 2016**, *Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene (WinS) in Schools Program*, which institutionalizes the implementation and monitoring of Water, Sanitation, and Hygiene (WinS) initiatives in all public schools, all schools are hereby requested to submit the latest soft copy of their accomplished **WinS Monitoring Tool**.

The WinS Monitoring Tool is used to:

1. VALIDATE school compliance and track implementation.
2. IDENTIFY areas that needs improvement.
3. CONSOLIDATE division reports to allocate resources and technical assistance.

To assist schools in accomplishing this activity, the following reference guides are attached to this Memorandum:

Annex A. Step-by-Step Guide to Accessing and Downloading the Blank WinS Monitoring Tool through the DepEd Learner Information System (LIS) and WinS Online Monitoring System (WinS e-OMS)

Annex B. Step-by-Step Guide to Changing the Designated WinS Coordinator in the DepEd Learner Information System (LIS)



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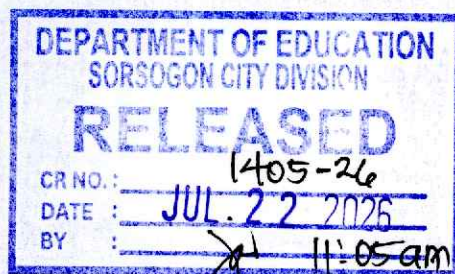
The guide on changing the WinS Coordinator is intended only for schools that need to designate a new WinS Coordinator due to reassignment, transfer, retirement, or other valid administrative reasons. Schools that are **NOT** changing their designated WinS Coordinator are **not required** to perform the procedures contained in Attachment B.

In view of the foregoing, all concerned schools are requested to:

1. Download the latest blank WinS Monitoring Tool using the attached guide.
2. Accomplish the WinS Monitoring Tool jointly with the School Head and the designated WinS Coordinator.
3. Submit the accomplished WinS Monitoring Tool by uploading the soft copy to your school's designated folder in the Google Drive through the following link:
<https://acesse.one/eipbelc>
4. All submissions must be completed **on or before July 31, 2026**.
5. Review Annex B only when there is a need to update or change the school's designated WinS Coordinator in the DepEd LIS.
6. Ensure that any change in WinS Coordinator is properly coordinated to maintain uninterrupted access to the WinS Online Monitoring System (WinS e-OMS).

For inquiries or clarifications, please coordinate with Dr. Paul John A. Grajo, Division WinS Focal Person, through mobile number 09177709566 or email at pjgrajo1983@gmail.com.

Immediate dissemination of and compliance with this Memorandum are hereby requested.



WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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ANNEX A: Step-by-Step Guide to Accessing and Downloading the Blank WinS Monitoring Tool through the DepEd LIS (WinS e-OMS)

This guide assists the designated WinS Coordinator in downloading the official Excel-based WinS Monitoring Tool from the WASH in Schools Online Monitoring System (WinS e-OMS) through the DepEd Learner Information System (LIS). The downloaded file shall serve as the official template for accomplishing the school's WinS self-assessment.

Step 1. Log in to the DepEd Learner Information System (LIS)

1. Open the DepEd LIS portal.
2. Log in using your designated WinS Coordinator account.
3. Enter your username and password.
4. Click **Sign In**.

Step 2. Open the User Menu

1. After logging in, locate your name or profile in the upper-right corner.
2. Click the drop-down arrow beside your name.

Step 3. Access the WinS Online Monitoring System

1. Select **WASH in Schools Online Monitoring System (WinS e-OMS)**.
2. Wait for the school's WinS dashboard to load.

Step 4. Download the Blank WinS Monitoring Tool

1. Locate the **Download Blank Form** button.
2. Click **Download Blank Form**.
3. Save the Excel file to your preferred folder.
4. The downloaded file is the official Excel-based WinS Monitoring Tool to be used for the school's self-assessment.

Step 5. Accomplish the Monitoring Tool

1. Open the downloaded Excel file.
2. Enable Editing and Macros, if prompted.
3. Complete all required information.
4. Save the accomplished file.



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Step 6. Upload the Accomplished Monitoring Tool

1. Open the Google Drive link below to upload your school's accomplished WinS Monitoring Tool. Each school has a designated folder. Kindly locate your school's folder before uploading the accomplished file.

Google Drive Link: <https://acesse.one/eipbelc>

Important Reminders

- The WinS Monitoring Tool should be accomplished jointly by the School Head and the designated WinS Coordinator.
- Always use the latest Excel template downloaded from the WinS e-OMS.
- Keep a backup copy of the accomplished monitoring tool for school records.
- The accomplished monitoring tool shall also be uploaded to the WinS e-OMS once the system opens for School Year 2026–2027.
- If the **Download Blank Form** button is unavailable, verify that your account has been assigned the WinS Coordinator role in the LIS. Coordinate with your School Head or WINS Focal Person, if necessary.
- To join the WINS Coordinator Group Chat, kindly access the link below:
<https://11nq.com/qc290s8>



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ANNEX B: Step-by-Step Guide to Changing the Designated WinS Coordinator in the DepEd Learner Information System (LIS)

Note: This procedure should be performed only by the **School Administrator/System Administrator** account. Menu names may vary slightly depending on the latest LIS version.

Step 1. Log in to the DepEd LIS

1. Open the DepEd LIS portal.
2. Log in using the School Administrator or School Representative account with administrator privileges.

Step 2. Open Personnel Management

1. Click **Administration**.
2. Select **List of Personnel** or **List of All Personnel**.
3. Verify that the new coordinator already has an active personnel account.

Note: If the teacher is not yet listed, create or activate the personnel account first.

Step 3. Obtain the Personnel Information

1. Locate the teacher.
2. Take note of the teacher's **TIN**, which may be required during the assignment.

Step 4. Open the WinS Module

1. Click **WinS**.
2. Select **Manage Personnel**.

Step 5. Search for the New Coordinator

1. Enter the teacher's TIN/Username
2. Click **Search**.
3. Verify the personnel record.

Step 6. Assign the WinS Administrator Role

1. Open the personnel's **Account List**.
2. Click **Add Role**.
3. Select **Administrator (WinS Administrator)**.
4. Save the changes.
5. Wait for the system confirmation.



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Step 7. Verify the Assignment

1. Return to **List of Personnel**.
2. Confirm that the teacher has been assigned the **WinS Administrator** role.

Step 8. Test the New Coordinator's Access

1. Sign out of the administrator account.
2. Log in using the new coordinator's account.
3. Open **DepEd Apps**.
4. Select **WASH in Schools Online Monitoring System (WinS e-OMS)**.
5. Verify access to the school's WinS dashboard.

If the Previous Coordinator Is Still Assigned

If the previous coordinator remains assigned:

- Open **Manage Personnel**.
- Locate the previous coordinator.
- Remove or deactivate the **WinS Administrator** role
- Save the changes before assigning the new coordinator.