



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-577

To :

Subject : **UPLOADING OF WASH IN SCHOOLS (WinS) DATA FOR SY 2023-2024**

Date : September 4, 2024

This has reference to the Regional Memorandum ESSD-2024-335 re:  
**UPLOADING OF WASH IN SCHOOLS (WinS) DATA FOR SY 2023-2024** dated August 14, 2024.

In accordance with the monitoring quality assurance, and performance recognition as stipulated in DepEd Memorandum No. 194, s. 2018 or the Implementing guidelines of DepEd Order No. 10, s. 2016, schools shall upload Wash in Schools (WinS) Data for School Year 2023-2024. The uploading of this data is open until **September 15, 2024**.

To facilitate this process, Division WinS Coordinators are tasked to assist and support schools together with School Health Section personnel, as stipulated in DepEd Memorandum No. 13, s. 2021, which designates the WinS coordinatorship in School Division Offices. Additionally, per DepEd Order No. 2, s. 2024, which mandates the immediate removal of administrative tasks from public school teachers, school heads, non-teaching personnel shall be solely responsible for performing this administrative task, including the management of this program in school level.

Immediate and wide dissemination of this memorandum is desired.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
Office-in-charge

DepEd Schools Division Office - Digos City  
RECORDS SECTION

**RELEASED**  
DATE: SEP 05 2024 TIME: 1:27  
BY: [Signature]

Enclosed: As stated.  
SGOD/HNU/jaa



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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION



**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
 ESSD-2024-334

To : Schools Division Superintendents

Subject: **UPLOADING OF WASH IN SCHOOLS (WinS) DATA FOR SY 2023-2024**

Date : August 14, 2024

RECORDS SECTION  
**RECEIVED**  
 DATE: 02 SEP 2024 TIME: 12:47  
 BY: [Signature]

In accordance with the monitoring, quality assurance, and performance recognition as stipulated in DepEd Memorandum No. 194, s. 2018 or the implementing guidelines of DepEd Order No. 10, s. 2016, schools shall upload Wash in Schools (WinS) Data for School Year 2023-2024. The uploading of this data is open until September 15, using the WinSForm version 2024-07-01.

To facilitate this process, Division WinS Coordinators are tasked to assist and support schools together with School Health Section personnel, as stipulated in DepEd Memorandum No. 13, s. 2021, which designates the WinS coordinatorship in School Division Offices. Additionally, per DepEd Order No. 2, s. 2024, which mandates the immediate removal of administrative tasks from public school teachers, school heads and non-teaching personnel shall be solely responsible for performing this administrative task, including the management of this program in school level.

Immediate and wide dissemination of this Memorandum desired.

**ALLAN G. FARNAZO**  
 Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

BY: [Signature]  
 DATE: Sept. 02, 2024  
 36739

Enclosed: As stated.  
 ROE/D4/mbm



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