



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 29 2024

MEMORANDUM
No. 054, s. 2024

**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)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is Regional Memorandum No. ORD-2024-129 dated February 16, 2024 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

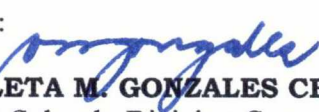
2. In line with this, a division orientation will be conducted on **March 5, 2024 at 1:00 p.m. at the 4th Floor Student Center for Education and Life-Skill Multi-Purpose Hall. The expected participants are the School WinS and LIS Coordinators. All participants are requested to bring their laptops, extension cords and the WinS Online Monitoring System (excel file) for SY 2022-2023 in the old and new formats.**

3. DepEd Memorandum No. 13, s. 2021 or the "Designation of WinS Coordinator in the Department of Education Regional and Schools Division Offices" officialized the coordinatorship of WinS at the regional level and the 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 functions are given priority. **Relative to this, schools are requested to submit the name, designation and email address of the new WinS coordinator to the School Health and Nutrition Section, attention to Dr. May Anne L. Ayudtud, Division Dentist/Wins Focal Person.**

4. Strict compliance of all concerned is required.

For:
EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By:


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

NUM-2024-054



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

DIRECT - 1565



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: As Stated

References: RM No.

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

SCHOOLS

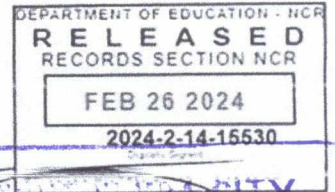
MALA / DM Guidance on the Uploading of the WinS Data for SY 2022-2023 and SY 2023-2024 under the Newly Enhanced Online Monitoring System (e-OMS)

054 / 02272024

NUM-2024-054



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SDO - NATIONAL CAPITAL CITY
RECORDS UNIT

RECEIVED

2-27-24

BY: EVELYN N. DINGAL

TIME: 8:55am

REGIONAL MEMORANDUM
ORD-2024-129

TO : SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION WINS COORDINATORS
SCHOOLHEADS/SCHOOL WINS COORDINATORS
ALL OTHERS CONCERNED

FROM : OFFICE OF THE REGIONAL DIRECTOR

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 16, 2024

1. 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.
2. The WinS Program is implemented through an integrated system known as the **Three-Star Approach (TSA)** designated 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 schools community and the results of those efforts.
3. For SY 2022-2023 and SY 2023-2024, the following annexes shall be used as reference or guide for the uploading of the needed WinS data.
 - a. **Annex A: WASH in Schools Enhanced Online Monitoring System User's Manual for Schools** (see Attachment 1 for details); and



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RC-ORD-F007	Rev	00
Effectivity	01.25.23	Page	1 of 1

528
SGOD



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- b. **Annex B:** WASH in Schools for Enhanced Online Monitoring System
Schools ICT Coordinator (see Attachment 2 for details).
4. For more information and/or clarification, you may contact Dr. Merlino M. Mateo, Regional Supervising Dentist/WinS focal person under the School Health and Nutrition Unit through email at hnu.ncr@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-01-993

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 VBI/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.

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

System version

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

Enter data in white cells

Tip: Press tab to move to the next white cell

Click to access the data entry module

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

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

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)

Invalid Entry

Select Yes or No only.

Retry Cancel Help

Message box pops up when encoder enters invalid data

Some cells have predefined options from a dropdown

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

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

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	

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 Sarawak**
 District: **District 1**
 School: **School ES**

✓ Means the 1-star criteria has been met

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

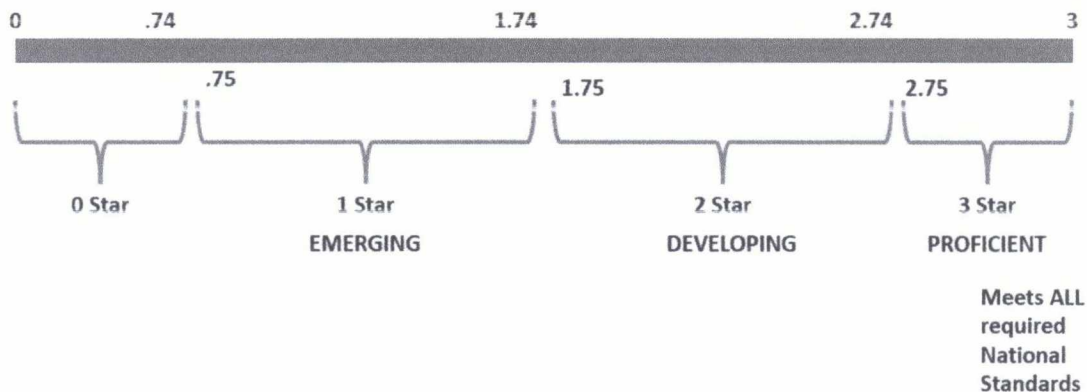
Category	One Star	Two Stars	Three Stars	Score
Water	✓ W.S1-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water	W.S2-1. Safe drinking water is provided by the school but supply is not regular.	W.S3-1. Safe drinking water is provided for free for all children in the school at all times	1
	W.S1-2. The school coordinates with the relevant agency/office to test the quality of water.	W.S2-2. The quality of water is tested once every calendar year in coordination with the relevant agency/office.	✓ W.S3-2. The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.	3
	W.S1-3. Regardless of source, water for cleaning is available only for certain days of the week	W.S2-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day.	✓ W.S3-3. Regardless of source, water for cleaning is available on a daily basis in all school hours	3
Sanitation	S.S1-1. 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.S2-1. 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.S3-1. The fur (by gender) is 51-100 students and there are more than two functional and clean toilets that are gender segregated as needed based on enrolment	3
	S.S1-2. Toilets are secure, private, with door and lock.	S.S2-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.S3-2. 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 facility	3

[Entry](#) [Matrix](#) [3Stars](#) [Click to access 3-Star Matrix](#)

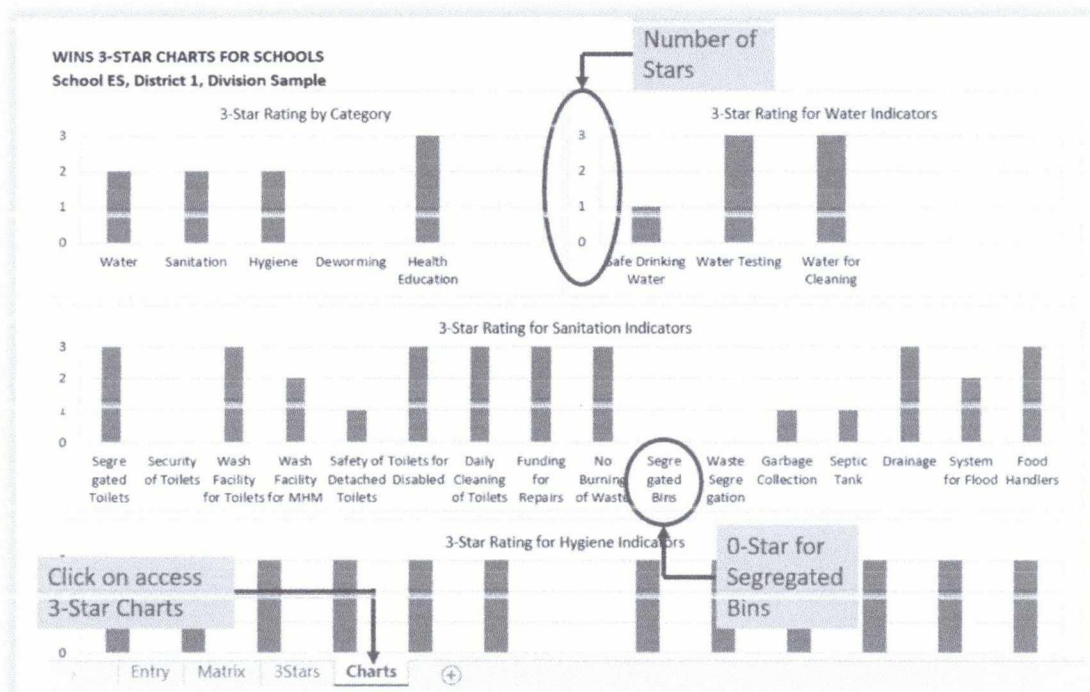
Score based on star rating

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 access 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.

Single Sign On

Help

Please sign in

Username

Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

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

DepEd Account

NAME: SCHOOL HEAD

Users

Sign out

samples▼

My Account

Administration

000000 - Sample ES

ELEMENTARY CITY/MUNICIPALITY

SCHOOL HEAD/REPRESENTATIVE

1

Click to access administration page to manage users.

Personnel 000000 - Sample ES

Manage Personnel

000000 - Sample ES

Sample ES

Choose WINS to access user management facility for WinS system

School Head/representative

NAME, SCHOOL HEAD

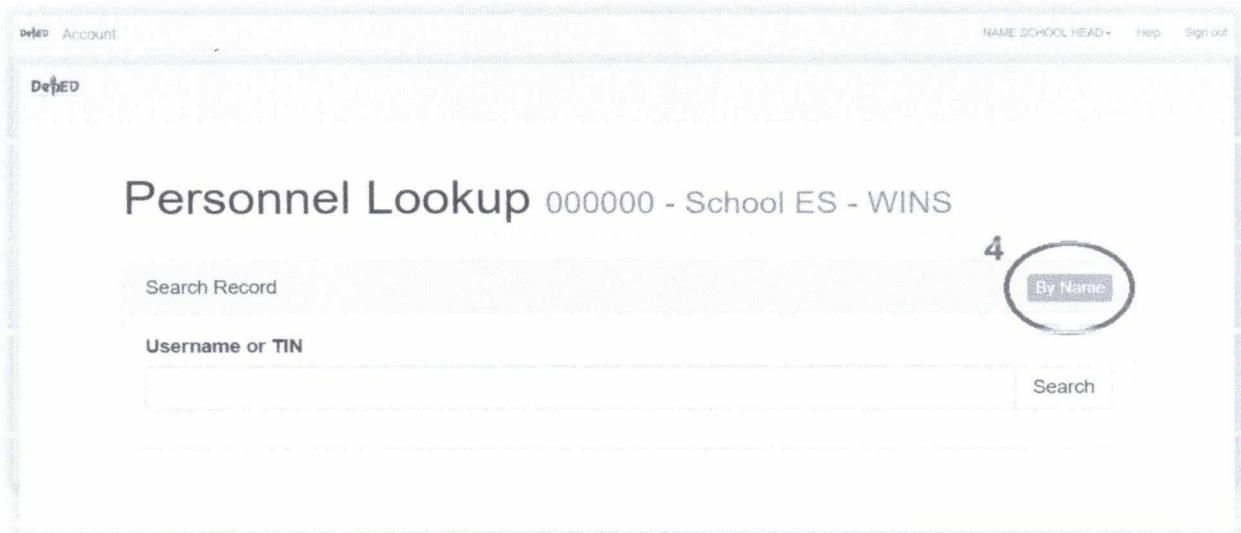
sample1

School System Admin

NAME, SCHOOL ICT COORDINATOR

sample1

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



The screenshot shows the 'Personnel Lookup' interface for '000000 - School ES - WINS'. At the top, there is a navigation bar with 'DePED Account' on the left and 'NAME SCHOOL HEAD + Help Sign out' on the right. The main heading is 'Personnel Lookup 000000 - School ES - WINS'. Below this, there is a 'Search Record' section. It contains a 'Username or TIN' input field and a 'Search' button. To the right of the 'Search' button, there is a 'By Name' button, which is circled with a red circle and labeled with the number '4'.

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' interface for '000000 - School ES - WINS'. It features a 'Search Record' section with two input fields: 'First name *' and 'Last name *'. The 'First name *' field contains the text 'Johnny' and the 'Last name *' field contains the text 'Doe'. Below these fields is a 'Search' button, which is circled with a red circle and labeled with the number '5'.

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

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

Search

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

Record of "JOHNNY DOE" not found

6 Make sure search parameters are correct.
No, this is correct. Create new record

7

Create a new record with the following details

First name
JOHNNY

Last name
DOE

New Record

No, this is correct. Create new record.

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

DEJED New Personnel x

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

Create

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

Enter a unique username for the account.

10 Create Account

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

Johnny Jordan Doe

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

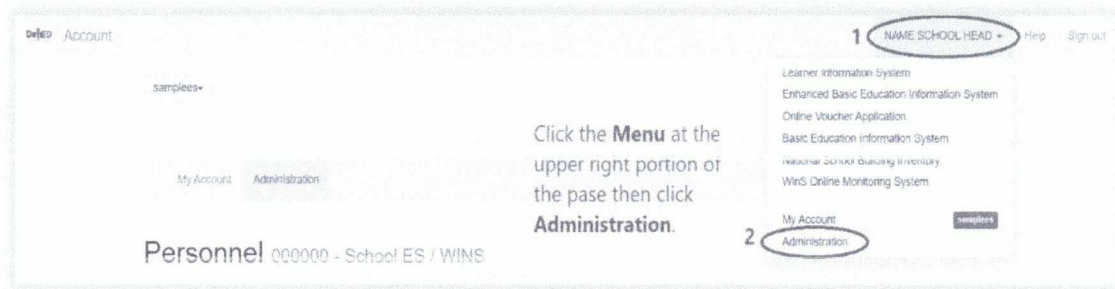
Click 'X' button to close the personnel creation dialog box.

11

3.2. Assigning the School WinS Administrator role

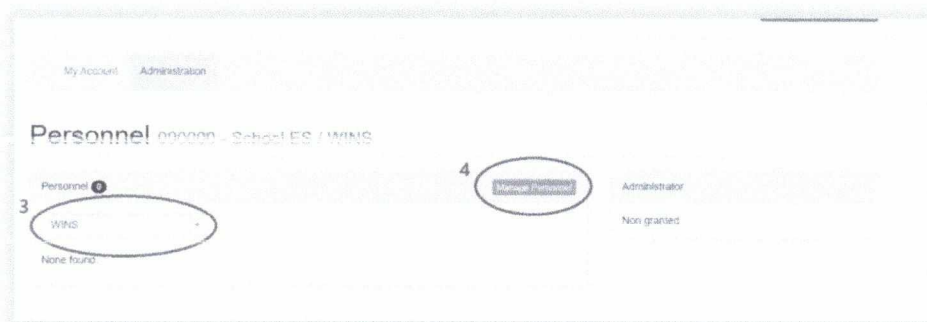
1. For **School ICT system administrator**, login using your account at <http://lis.deped.gov.ph>. Then, go to **Menu**.

2. Click **Administration**.

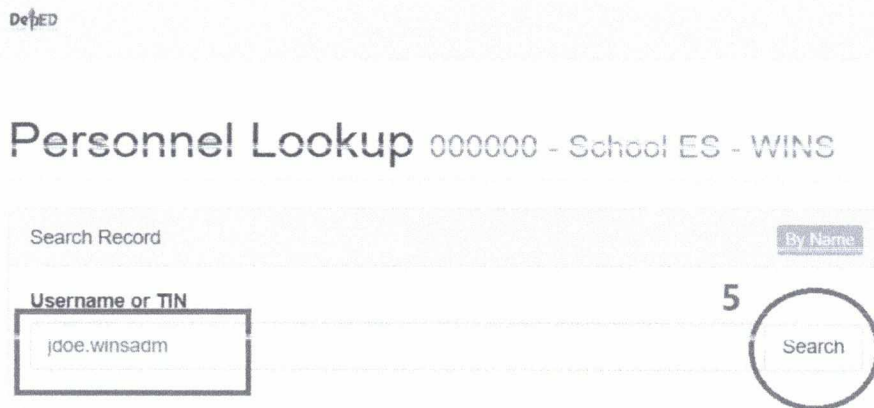


3. Choose the **WINS** in the Access List.

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

WINS - Administrator

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

Johnny Jordan Doe
jtdoe.winsadmin

7 x

john.winsadmin 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
Administrator

My Account [Administrator](#)

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

Personnel 000000 - School ES / WINS

Personnel

WINS

Name	Username	Last Login
DOE, JOHNNY	jtdoe.winsadmin	11/11/20

Administrator
DOE, JOHNNY
jtdoe.winsadmin

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.

Please sign in

Username

Password

Sign in

* Please contact your respective IT Officers if you still do not have a user account.

Forgot password?

For users, contact your School Division Office or Regional school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

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.

Update default password

Account Check

You are currently using a generic and unsecured password. Please change your password and re-type this in the Repeat Password box.

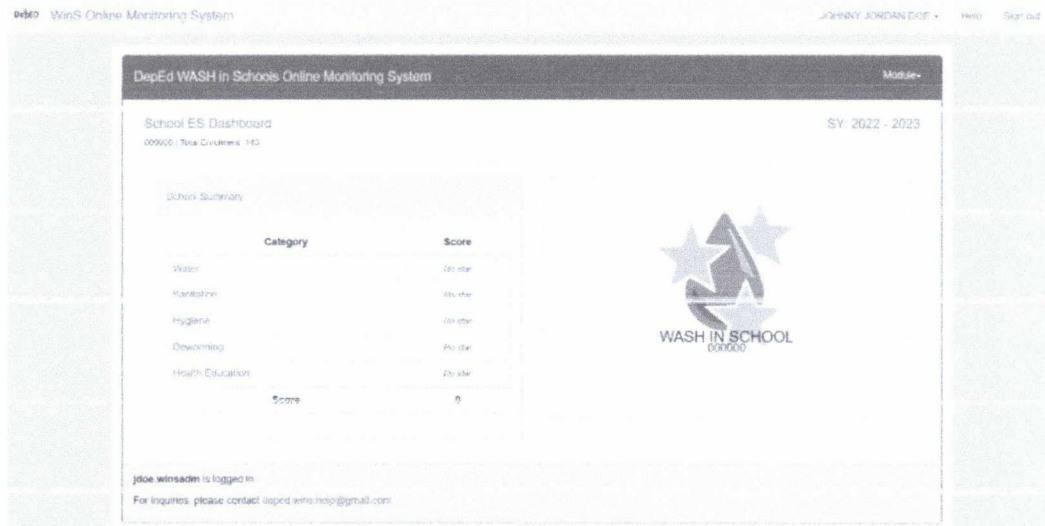
After clicking "Update" button, this password becomes your new and official password to get into the system - make sure to remember this.

New Password *

Repeat Password *

Update

2. 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.

1. 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.

2. Follow Steps 3 – 11 of **3.1 Creation of Administrator account for WinS OMS**.
3. Follow Steps 1 – 5 of **3.2 Assigning the School WinS Administrator role**.
4. 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

gdelaacruz.winscoor

13

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

Personnel Info

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.

DEJED Account

JOHNNY JORDAN DOE Help Sign out

jdoo.winsadm

000000 - School ES
ELEMENTARY, City Municipality

WINS ADMINISTRATOR

Verify if WINS - ADMINISTRATOR role.

Personnel 000000 - School ES / WINS

Personnel

WINS

Manage Personnel

Administrator

DOE.JOHNYY
jdoo.winsadm

List all Personnel in 000000 - School ES - WINS

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 Search

Create a new record with the following details

First name
REMALYN
Last name
DELA CRUZ

Record of 5

New Record

not found

No, this is correct. Create new record.

Personnel Lookup 000000 - SCHOOL ES - WINS

Search Record

First name *

GEORGIA

Last name *

DELA CRUZ

Search

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

Search Result

#	TIN	Last name	First name	Middle name	Ext name	Birth Year
1	555-823-231	DELA CRUZ	GEORGIA	DE LA CRUZ		1983

1 records found

Not listed? Create new record.

- 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

Gsisup no

Plantilla item no

6 Create

- 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.

Account not found

Personnel record created.

Personnel Info

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

View extended profile

Create Account

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

7 Username gdelacruz.winscoor

Create Account

Georgia Culasisi Dela Cruz
gdelacruz.winscoor

Personnel account created.

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

Add Role

- 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**.

JOHNNY JORDAN DOE

Help Sig

Learner Information System
Enhanced Basic Education Information System
Online Voucher Application
Basic Education Information System
National School Building Inventory
WinS Online Monitoring System

9 My Account
Administration

jdoe.winsadmin

- 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**”.

My Account
Administration

Personnel 000000 - School ES / WINS

Personnel 0

WINS

None found.

10

Manage Personnel

Administrator
Non granted

DePED

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.

The screenshot shows a user profile page for Georgia Culasisi Dela Cruz. At the top, the user's name and a small profile picture are displayed. Below this, there is a section for 'Personnel Info' with fields for Full name, Gender, and Birthdate. To the right of these fields is an 'Update' button. Below the 'Personnel Info' section is an 'Account Maintenance' section with buttons for 'Reset Password' and 'Lock'. Below that is an 'Access List' section showing the user's role as 'Coordinator' and a button to 'Add Role'.

Georgia Culasisi Dela Cruz
gdelacruz.winscoe

13

adelsacrisi.winscoe account details level: 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

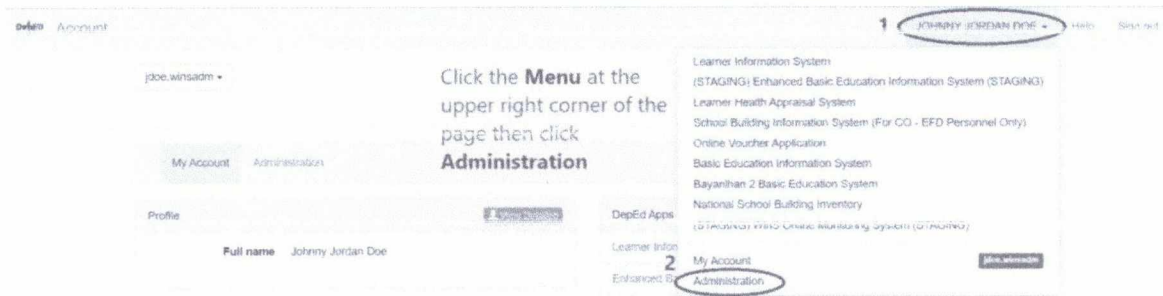
19. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

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**.



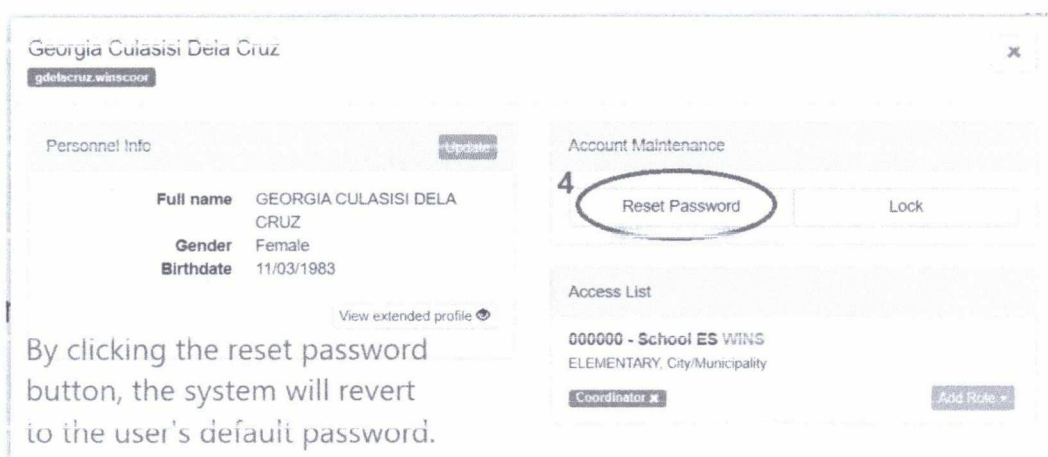
- On the **List of Personnel** page, choose the user account and then, click the **"Folder"** icon button.

Personnel 000000 - School ES / WINS

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

- 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.

3.6. 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.

DepEd WASH in Schools Online Monitoring System

School ES Dashboard
000000 | Total Enrollment: 143

School Summary

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

Modules

- Dashboard
- Upload School System
- View Findings
- Reports
- Download Blank Form

You can download a copy of the Excel-based form by clicking the Download Blank Form command.

WASH IN SCHOOL
000000

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

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

Level

Elementary

Region

Sample Region

Division

Sample Division

School District

Sample District

School

Sample ES

Choose a file to upload.

School Profile

Back

Upload Now

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.

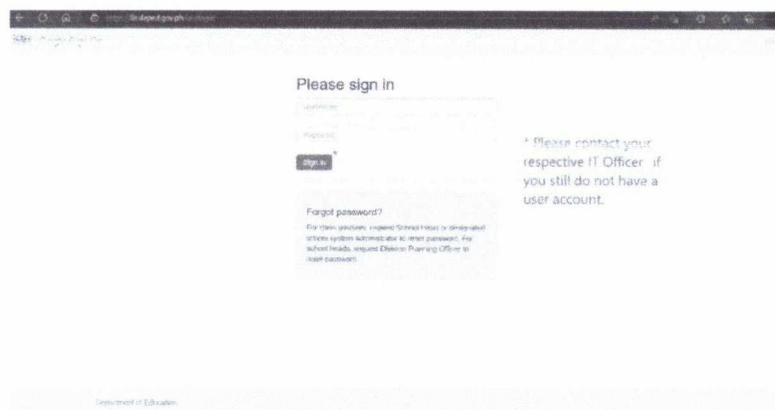
The latest version of the Monitoring Form, Excel-Bases System and Online Monitoring System can be accessed at <https://oms.wins.deped.gov.ph>.

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.



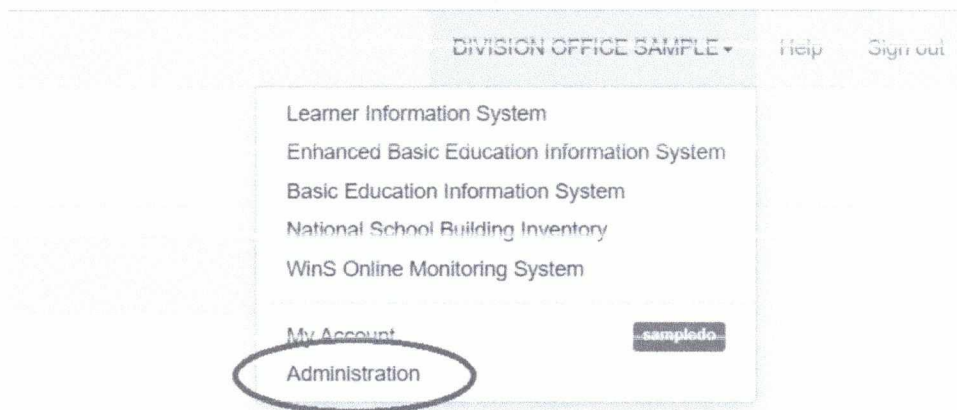
2.2. MANAGING USER ACCOUNTS AND ROLES

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.

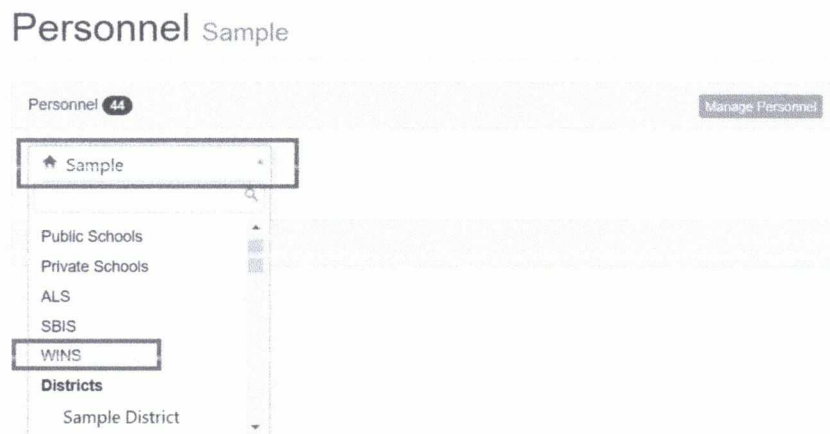
For **Division IT Officer and School ICT**, assigning the WinS Administrator of the division or school is the first step to access the system. For new accounts, create the account using the User Account Management System (UAMS) facility of LIS/EBEIS then assign the WinS Administrator role.

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.



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

Personnel Sample / WINS *



Personnel 2 Manage Personnel

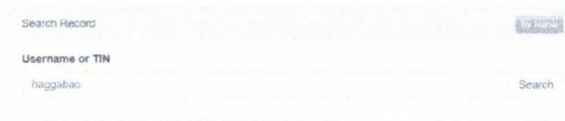
WINS

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 Find Record

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.

Henrietta Garcia Aggabao

haggabao

haggabao account access level in Sample- WINS updated.*

Personnel Info Update

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

[View extended profile](#)

Account Maintenance

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

Access List

SampleWINS *

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

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.

Please sign in

Username

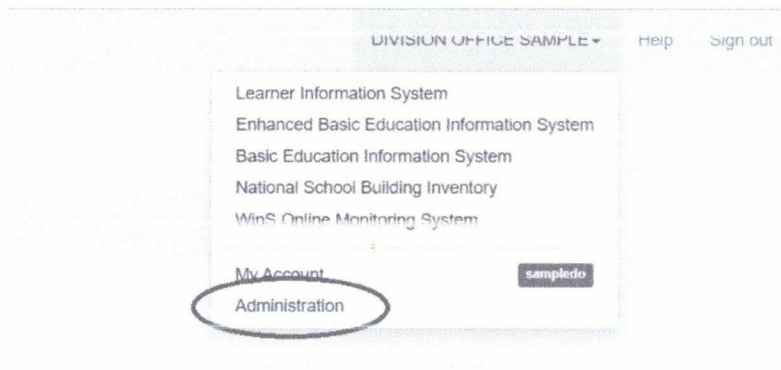
Password

[Forgot password?](#)

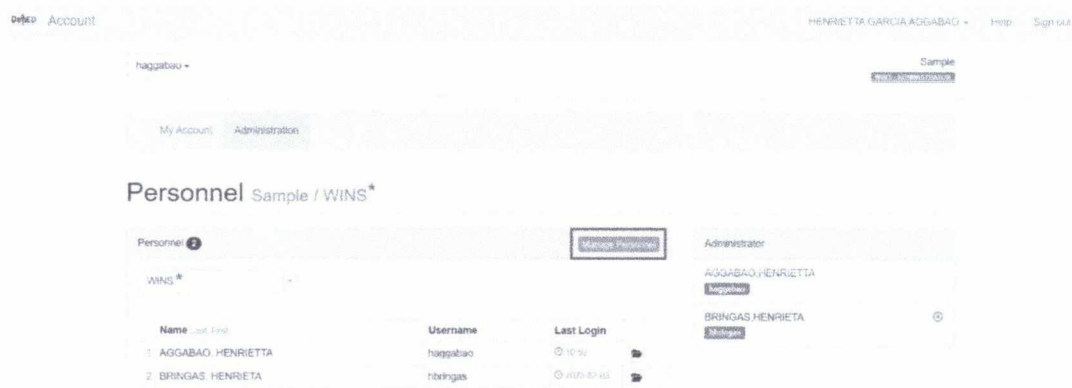
* Please contact your respective IT Officer if you still do not have a user account.

[Divisional WinS Login](#)

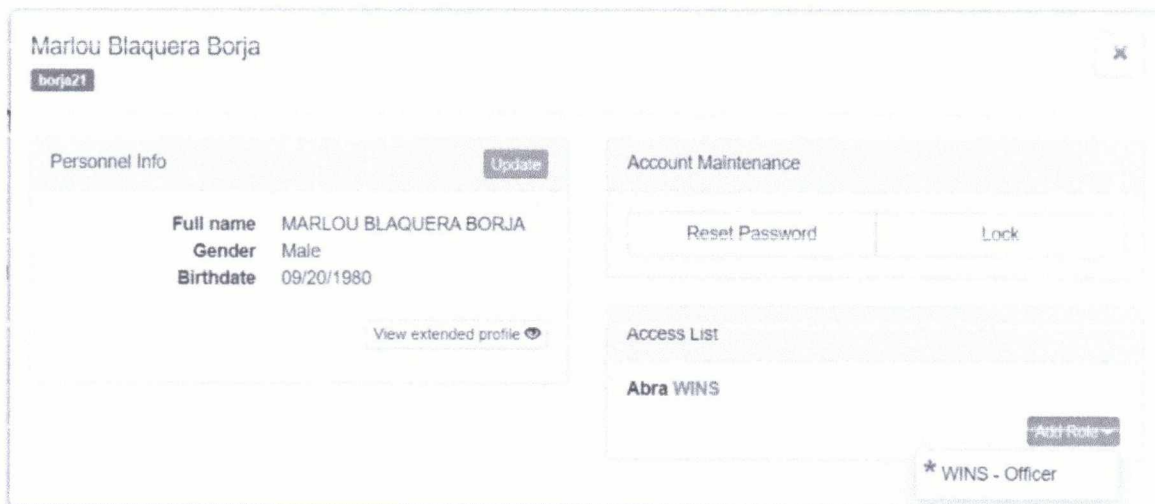
2. Navigate to the Administration page.



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.



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

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.

Single Sign-On

Please sign in

Username

Password

Sign in

Forgot password?

For data address, request School Head to designate school system Administrator to reset password. For school heads, request Director Planning Office to reset password.

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

Account

samples

My Account Administration

Personnel 000000 - School ES / WINS

1 NAME SCHOOL HEAD - Help Sign out

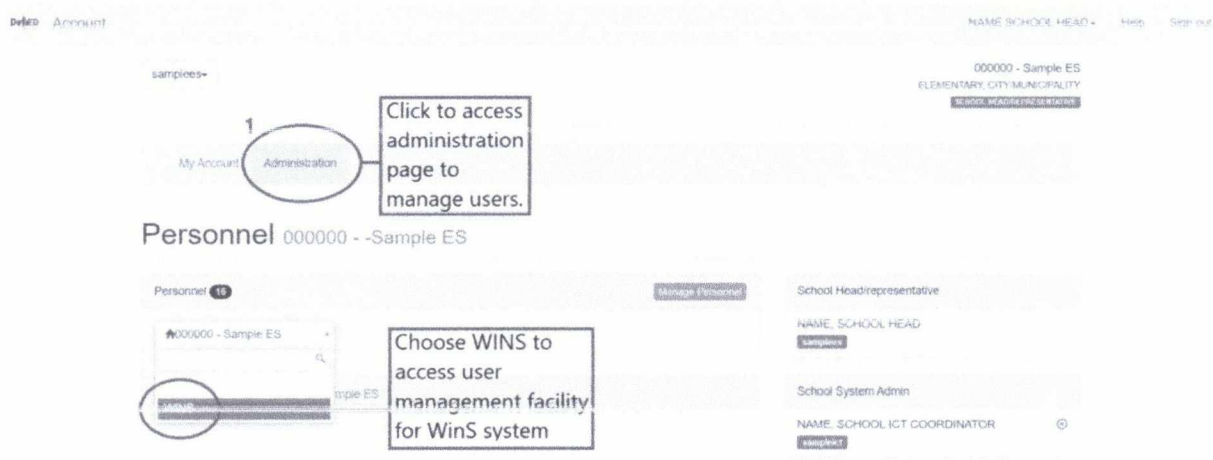
Click the **Menu** at the upper right portion of the page then click **Administration**.

2

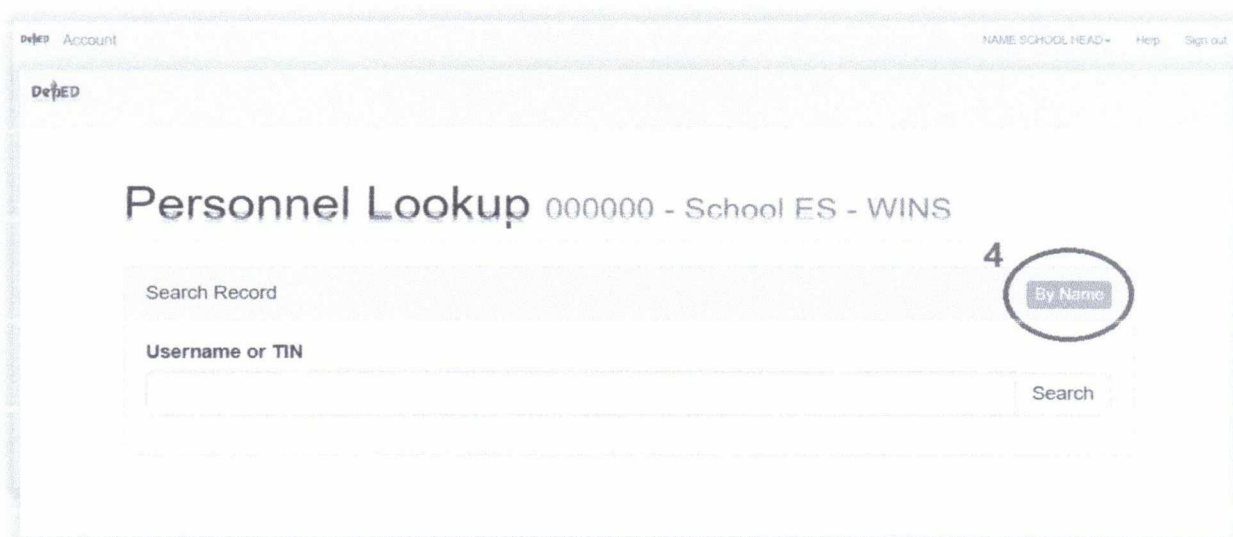
Education Information Systems
Enhanced Basic Education Information System
Online Voucher Application
Basic Education Information System
National School Building Inventory
WinS Online Monitoring System

My Account Administration

samples



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.

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

5 **Search**

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

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

Search

6 **Record of "JOHNNY DOE" not found**

Make sure search parameters are correct.

No, this is correct. Create new record.

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

7 **Create a new record with the following details**

First name
JOHNNY

Last name
DOE

New Record

No, this is correct. Create new record.

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 *
555-555-555

Grading no

Plantilla item no

8 **Create**

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

Enter a unique username for the account.

10 **Create Account**

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

Johnny Jordan Doe
jdoe.winsadm

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

11

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

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**.

DepEd WASH in Schools Online Monitoring System
Module

Sample Division Dashboard
Number of Schools: 331

Dashboard
Uploading Status
Reports
Validation Findings

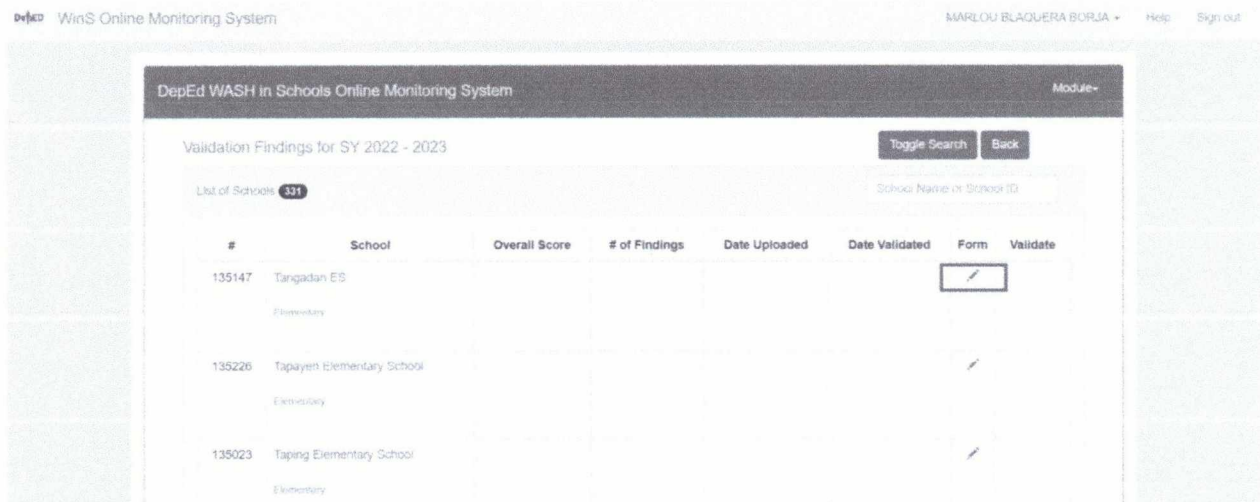
Number of schools for upload	323 / 331
Number of schools for review	7
Number of schools validated	1



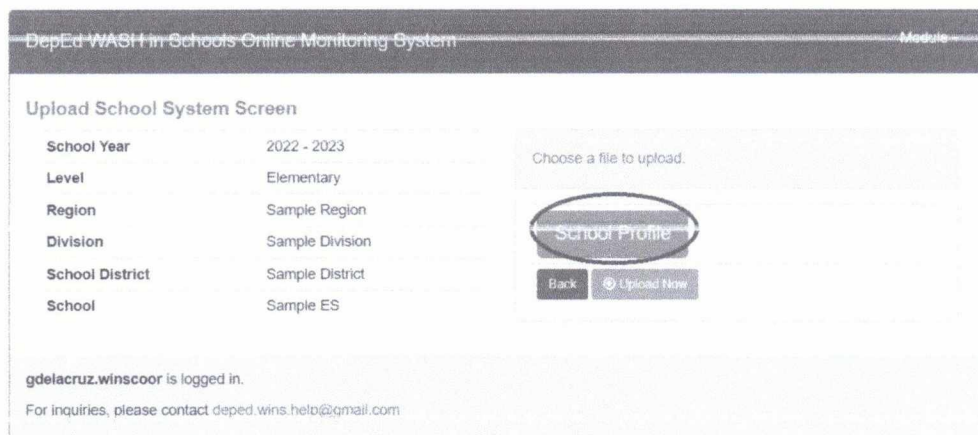
WASH IN SCHOOLS
THREE STAR APPROACH

borja21 is logged in.
For inquiries, please contact deped.wins.help@gmail.com

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



3. 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.
4. Click **Upload Now** button.



5. 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.

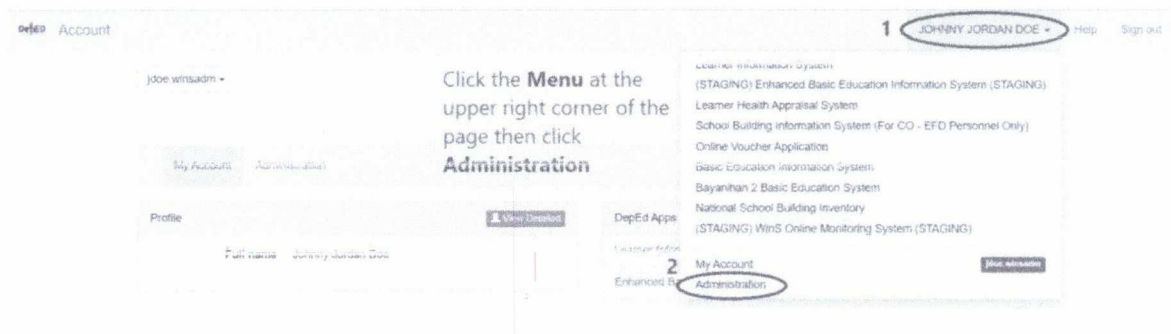
2.6. PASSWORD RESET MODULE

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**.



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 *	guelacruz.winsc001	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

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 advice 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 .