



Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental



<b>Name</b>	<b>JANET GADDI, RN</b>
<b>Position/Designation</b>	Nurse II, WINS Focal Person
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	Attend the National Conference of Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools Program
<b>Host of Activity</b>	Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services – School Health Division
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	April 21-27, 2024
<b>Venue/Destination</b>	Alta Bohol Garden Resort, Baclayon, Bohol
<b>Fund Source</b>	Division MOOE

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

**KARINA LOUISE B. DE LA CRUZ, MD**

Name and Signature of Requesting Employee

**April 12, 2024**

Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.*

**RACHEL B. PICARDAL, EdD**

Chief Education Supervisor, SGOD

Name and Signature of Recommending Authority

**4/12/2024**

Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V**

Schools Division Superintendent

Name and Signature of Approving Authority

**4/15/2024**

Date



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

**Telephone Nos:** (035)225-2838 / 225-2376 / 422-7644

**Email Address:** negros.oriental@deped.gov.ph

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 315 s. 2024

**INVITATION TO THE NATIONAL CONFERENCE OF REGIONAL AND DIVISION  
COORDINATORS OF THE WATER, SANITATION AND HYGIENE (WASH) INSCHOOLS (WINS)  
PROGRAM**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. The Office disseminates the attached communication from the Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services - School Health Division (BLSS SHD) entitled **Invitation to the National Conference of Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WINS) Program**. The conduct of the activity shall be on **April 22-26, 2024 in Alta Bohol Garden Resort, Baclayon Bohol**. The objectives of the activity are clearly stipulated in the communication highlighting the implementation of the WINS program and the best practices of schools.


2. In this regard, this Office through the Education Support Services Division (ESSD) request the attendance of 23 participants from Region VII to comprise of the **Regional Medical Officer IV, Dr. Rogelio John M. Villamor, Jr., Dentist III/Regional WINS Focal Person, Dr. Melissa M. Paradela, Ms. Dimple Mancol, Regional ITO and ONE DIVISION WINS COORDINATOR per Schools Division Office**. Arrival of participants shall be on April 22, 2024 and hotel check-in at 2:00pm. Registration starts at 8:00 am and program starts at 9:00 am. Check-out shall be on April 26, 2024 with AM snacks as the last meal.

3. Further, this Office requests the **Schools Division Office of Bohol** the following personnel as Technical Working Group during the conduct of the national hosted activity:

- **Medical Officer III - Dr. Maria Aurora D. Lumaad**
- **Nurse-In-Charge - Mr. Chino L. Galviso**
- **Lead Nurse for Program Management - Ralph Rey C. Supremo**
- **Lead Nurse Human Resource Management - Jangie P. Duca**
- **Selected School Health personnel (for your identification)**
- **SDO ITO - Engr. Dina Florence Talan**

4. For more of the details, please refer to attachment or contact this Office through the Education Support Services Division (ESSD).


5. For guidance and dissemination of this Memorandum.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

 DepEd Tayo Region VII

 region7.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **W 316** s. 2024

08 APR 2024

**INVITATION TO THE NATIONAL CONFERENCE OF REGIONAL AND DIVISION  
COORDINATORS OF THE WATER, SANITATION AND HYGIENE (WASH) INSCHOOLS (WINS)  
PROGRAM**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. The Office disseminates the attached communication from the Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) entitled **Invitation to the National Conference of Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WINS) Program**. The conduct of the activity shall be **on April 22-26, 2024 in Alta Bohol Garden Resort, Baclayon Bohol**. The objectives of the activity are clearly stipulated in the communication highlighting the implementation of the WinS program and the best practices of schools.

2. In this regard, this Office through the Education Support Services Division (ESSD) request the attendance of 23 participants from Region VII to comprise of the **Regional Medical Officer IV, Dr. Rogelio John M. Villamor, Jr., Dentist III/Regional WINS Focal Person, Dr. Melissa M. Paradela, Ms. Dimple Mancol, Regional ITO and ONE DIVISION WINS COORDINATOR per Schools Division Office**. Arrival of participants shall be on April 22, 2024 and hotel check-in at 2:00pm. Registration starts at 8:00 am and program starts at 9:00 am. Check-out shall be on April 26, 2024 with AM snacks as the last meal.

3. Further, this Office requests the **Schools Division Office of Bohol** the following personnel as Technical Working Group during the conduct of the national hosted activity.

- **Medical Officer III - Dr. Maria Aurora D. Lumaad**
- **Nurse-In-Charge - Mr. Chino L. Galviso**
- **Lead Nurse for Program Management - Ralph Rey C. Supremo**
- **Lead Nurse Human Resource Management - Jangie P. Duca**
- **Selected School Health personnel (for your identification)**
- **SDO ITO - Engr. Dina Florence Talan**

4. For more of the details, please refer to attachment or contact this Office through the Education Support Services Division (ESSD)

5. For guidance and dissemination of this Memorandum.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2024-09-0249b**

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

**FROM : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT : INVITATION TO THE NATIONAL CONFERENCE OF REGIONAL AND DIVISION COORDINATORS OF THE WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM**

**DATE : March 26, 2024**

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services – School Health Division (BLSS-SHD), announces the **National Conference of Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program** which will be held within Bohol on **April 22-26, 2024**.

The activity aims to:

- highlight updates on the implementation of the WinS program;
- capacitate/train the regional and division WinS coordinators on enhanced Online Monitoring System (e-OMS);
- provide an avenue for learning exchanges;
- share and highlight the best practices of schools in the implementation of the WinS program; and
- provide means for other regions to elevate the way the WinS program is implemented in their respective locality.

Recommended participants in the region are the Regional Medical Officers and Regional Supervising Dentists, and Regional IT Officers; all Division WinS coordinators; 5 school-level representatives from the four (4) regions with Seal of Excellence (SOE) awardees (regions I [1], VI [2], IX [1], CAR [1]); representatives from DepEd CO (OUOPS, OASOPS, BLSS-OD, BLSS-SHD, ICTS, PAS, EPS); WinS Partners/Members of the National TWG Members (GIZ, UNICEF, Save the Children Philippines); and resource persons (DOH and FOODSHAP). Please refer to **Annex 1**

(Target Number of participants) to know more about the distribution of participants across regions.

Further, two (2) representatives from the following Schools Division Offices (SDOs) are hereby requested to present: La Union, Zamboanga Del Sur, Sagay City, and Iloilo Province. The presentation shall focus on their journey towards reaching the WASH in Schools (WinS) program's Seal of Excellence award highlighting challenges and how they rose above them, best practices, innovation, among others. For details, kindly refer to **Annex 2** (Indicative Program of Activities) for more details.

Participants are advised on the following:

1. Arrival and check-in is on **April 22, 2024** (AM snacks will be served). Registration of the participants starts at 8:00am and hotel check-in is at 2:00pm. Program starts at 9:00am;
2. Check-out is on **April 26, 2024** with AM snacks as the last meal;
3. Funds for traveling expenses of DepEd – CO participants shall be charged to BLSS-SHD funds subject to the usual accounting and auditing rules and regulations;
4. Funds for traveling expenses of participants from BARMM-MBHTE shall be charged to local funds subject to the usual accounting and auditing rules and regulations;
5. Funds for traveling expenses of the participants shall be downloaded to their respective ROs and any shortage is requested to be charged to local funds subject to the usual accounting and auditing rules and regulations; and
6. There will be no transportation service to be provided to participants from airport to venue/hotel accommodation and vice versa.

For more information, please contact **Ms. Magdalene Portia T. Cariaga**, Senior Education Program Specialist, **Mr. Vonerich B. Berba**, Education Program Specialist II or **Mr. Dranoel Cyrus C. Baguio**, Technical Assistant II of the Nutrition and Hygiene Unit under the Bureau of Learner Support Services-School Health Division through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or [telephone number \(02\) 8632 9935](tel:0286329935).

Immediate dissemination of this Memorandum is desired.

[BLSS-SHD/VBB]

Annex 1

**NATIONAL CONFERENCE OF THE REGIONAL AND DIVISION COORDINATORS OF THE WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM**

Region VII | April 22-26, 2024

**TARGET NUMBER OF PARTICIPANTS**

Region	# of SDOs	Regional WinS Coordinators	Regional IT Officers	Representatives from select SOE Schools	Total Regional Pax
I	14	3	1	1	19
II	9	2	1		12
III	20	2	1		23
IV-A	23	2	1		26
IV-B	7	2	1		10
V	13	2	1		16
VI	21	2	1	2	26
VII	20	2	1		23
VIII	13	2	1		16
IX	8	3	1	1	13
X	14	2	1		17
XI	11	2	1		14
XII	8	2	1		11
Caraga	12	2	1		15
CAR	8	3	1	1	13
NCR	16	2	1		19
<b>BARMM</b>	<b>11</b>	<b>2</b>	<b>1</b>		<b>14</b>
<b>Total</b>	<b>217</b>	<b>35</b>	<b>16</b>	<b>5</b>	<b>287</b>
<b>DepEd-CO</b>					<b>20</b>
OUOPS					2
OASOPS					2
BLSS-OD					2
BLSS-SHD					8
ICTS					2
PAS					2
EPS					2
<b>WinS Partners</b>					<b>16</b>
GIZ					6
UNICEF					5
Save the Children					5
<b>Resource Persons</b>					<b>2</b>
DOH					1
FoodSHAP					1

**Annex 2**

**NATIONAL CONFERENCE OF REGIONAL AND DIVISION COORDINATORS OF  
THE WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS)  
PROGRAM**

Region VII | April 22-26, 2024

**Indicative Program of Activities**

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
<p><i>Day 1 (April 22, 2024)</i></p> <p><b>Theme: "Optimizing WASH Management: Assessing Division-wide Status and Enhancing School Implementation"</b></p>		
1:00 – 2:00 p.m.	Arrival and Registration	
2:00 – 2:30 p.m.	Lunch	
2:30 – 3:00 p.m.	Introduction of Participants	<b>Vonerich B. Berba</b> Education Program Specialist II/National WinS Coordinator, BLSS-SHD
	Inspirational Message	<b>Atty. Revsee A. Escobedo</b> Undersecretary for Operations
	Welcome Message	<b>Dr. Dexter A. Galban</b> Assistant Secretary for Operations  <b>Atty. Suzette T. Gannaban-Medina</b> OIC-Director IV, BLSS and LRPO
	Background and Rationale	<b>Dr. Maria Corazon C. Dumlao</b> Chief, BLSS-SHD
2:00 – 2:40 p.m.	Understanding the Basics and Revisiting the WinS Standards to reach for the Stars	<b>Vonerich B. Berba</b> Education Program Specialist II, BLSS-SHD
2:40 – 3:00 p.m.	Open Forum	
3:00 – 3:15 p.m.	PM Snacks	

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
3:15 – 4:00 p.m.	Presentation of National WinS Implementation Status and Program Updates	<b>Dr. Maria Corazon C. Dumlao</b> Chief, BLSS-SHD
4:00 – 4:20	Open Forum	
4:20 – 5:00pm	Closing of Day 1	
<b>Moderator:</b> Rex Yangco		
<b>Day 2</b> <i>(April 23, 2024)</i>		
<b>Theme: "Innovative Solutions: Showcasing Best Practices in School-based WASH initiatives"</b>		
8:30 – 9:00 a.m.	Recapitulation	
	Message from DepEd	
9:00 – 9:45 a.m.	<u>Technical input</u> Managing WASH in Schools: Guidance to SDOs and ROs from the DepED WinS Management Manuals	<b>Jon Villasenor,</b> UNICEF
9:45 – 10:00 a.m.	Mechanics of the WinS Regional and Division Situational and Bottleneck Analysis Workshops	<b>Marvin Marquez, GIZ</b> <b>Jon Villasenor,</b> UNICEF
10:00 – 10:15 a.m.	AM Snacks	
10:50 – 11:30 a.m.	Workshop 1: Assessing progress of implementation at regional and division levels	Regional groupings
11:30 – 12:00 nn	Reporting of Workshop 1 outputs	Selected regions
12:00 – 1:00 p.m.	Lunch	
1:00 – 1:30 p.m.	<u>Technical input</u> Schools Division Office Organizational Enablers for WinS and Building Blocks for Local WinS Enabling Environment	<b>Jon Villasenor, UNICEF</b>
1:30 – 3:00 p.m.	Workshop 2: SDO Organizational Enablers and Local enabling environment	Regional groupings
3:00 – 3:15 p.m.	PM snacks	



Time	Activity	Responsible Person
3:15 – 4:00 p.m.	Reporting of Workshop 2 outputs	Selected regions
4:00 – 4:45 p.m.	Orientation on the WinS Dashboard	<b>Marvin Marquez</b> , GIZ <b>Ubo Pakes</b> , GIZ
	Use of WinS Data for Advocacy	<b>Marysol Balane</b> , UNICEF
4:45 – 5:00 p.m.	Closing of day 2	
<b>Moderator:</b> Marysol Balane		
<b>Day 3</b> <i>(April 24, 2024)</i>		
<b>Theme: “Collaborative Learning: Harnessing TWG Experiences for Enhanced WASH Impact”</b>		
8:30 – 9:00 a.m.	Opening activities Recapitulation	
9:00 – 9:30 a.m.	Best practices by selected awardees of the First WinS Seal of Excellence Award	
	Presentation 1: SDO La Union's journey on Water, Sanitation and Hygiene in Schools (WinS) Seal of Excellence (Highlighting challenges and how they rose above them, best practices, innovation, among others)	
	Presentors: <b>Arelie Jacildo</b> and <b>Carmelita Fajardo</b> Porporiket ES, San Juan CS, San Juan Senior High – Stand Alone, SDO La Union	
9:30 – 10:00 a.m.	Presentation 2: SDO Zamboanga Del Sur's journey on Water, Sanitation and Hygiene in Schools (WinS) Seal of Excellence (Highlighting challenges and how they rose above them, best practices, innovation, among others)	
	Presentors: <b>Glenda May Bonsobre</b> and <b>Allan Louie Corpuz</b> Upper Pulaeon ES, SDO Zamboanga del Sur	
10:00 – 10:15 a.m.	Q and A	
10:15 – 10:30 a.m.	AM snacks	
10:30 – 11:00 a.m.	Presentation 3: SDO Tabuk City's journey on Water, Sanitation and Hygiene in Schools (WinS) Seal of Excellence (Highlighting challenges and how they rose above them, best practices, innovation, among others)	
	Presentors: <b>Jeth Rencz Oggang</b> and <b>Roscuda Grail Calderon</b>	

Time	Activity	Responsible Person
	Bulo East CS, Bulo NHS, SDO Tabuk City	
11:00 – 11:30 a.m.	<p>Presentation 4: SDO Sagay City's journey on Water, Sanitation and Hygiene in Schools (WinS) Seal of Excellence (Highlighting challenges and how they rose above them, best practices, innovation, among others)</p> <p>Presentors: <b>Rex Yangco</b> and <b>Marycris Chisno David</b> Jose B. Puey Sr. ES, Ma. Lopez ES, Vito ES, Shermanhill IS, Trinidad Gonazaga NHS, Bato NHS, Sagay NHS, Cpo. Bago NHS, SDO Sagay City</p>	
11:30 – 12:00 nn	<p>Presentation 5 SDO Iloilo City's journey on Water, Sanitation and Hygiene in Schools (WinS) Seal of Excellence (Highlighting challenges and how they rose above them, best practices, innovation, among others)</p> <p>Presentors: <b>Kris Joy Gustilo</b> and <b>Fralyn B. Leones</b> Granada NHS-Ballesteros Ext., Rufino G. Palabrica SR. NHS, Tubungan NHS, Pavia NHS, SDO Iloilo</p>	
12:00 – 12:15 p.m.	Q and A	
12:15 – 1:15 p.m.	Lunch	
1:15 – 2:00 p.m.	<p>WinS National TWG Reflections: Sharing of Experiences and Insights on the Challenges, Innovation, Best Practices through the years</p> <ul style="list-style-type: none"> <li>• Unicef, GIZ, Save the Children, DepEd</li> </ul>	
2:00 – 2:30 p.m.	Unboxing MATATAG Agenda: Strategic Partnerships for the Wins	<b>Margarita Consolacion C. Ballesteros</b> Director IV, EPS
2:30 – 2:45 p.m.	Q and A	
2:45 – 3:15 p.m.	Updates on the Social Media Policies of DepEd	<b>Cleo Mae Dela Cruz</b> Administrative Officer IV, PAS
3:15 – 3:30 p.m.	Q and A	
3:30 – 3:45 p.m.	PM Snacks	
3:45 – 4:30 p.m.	Water Quality Monitoring in Schools	<b>Joselito Riego De Dios</b> Chief Healthy Environment and Sanitation, DOH
4:30 – 4:45 p.m.	Q and A	

Time	Activity	Responsible Person
4:45 - 5:00 p.m.	Closing	
<b>Moderator:</b> RC Costales		
<b>Day 4</b> <i>(April 25, 2024)</i>		
<b>Theme: "Ensuring Compliance and Impact: DepEd Policies and Guidelines on Monitoring WASH in Educational Settings"</b>		
8:30 - 9:00 a.m.	Opening activities Recapitulation	
9:00 - 9:30 a.m.	Food Safety in the Context of WASH in Schools Program	<b>Elsie Gatpayat</b> Managing Director, Food Safety and Hygiene Academy of the Philippines (FOODSHAP)
9:30 - 10:00 a.m.	Creating Pathways to Participation: Harnessing Support Group and children's Voices for WASH Solutions	<b>Ma. Fe Guilalas</b> Nutritionist, Save the Children
10:00 - 10:15 a.m.	Q and A	
10:15 - 10:30 a.m.	AM Snacks	
10:30 - 11:00	Oky Philippines Menstrual Tracker App	<b>Janelle Ang</b> , UNICEF
	Mensrual Hygiene (MH) Report	<b>Bella Monse</b> , GIZ
11:00 - 12:00 nn	Navigating the WinS Enhanced Online Monitoring System: Important Updates and Simulation	<b>Carl Henry Lico</b> Computer Programmer III, SDD-ICTS
		<b>Emma Ruth Galvez</b> Information Systems Analyst III, SDD-ICTS
12:00 - 1:00 p.m.	Lunch	
1:00 - 2:30 p.m.	Continuation: Navigating the WinS Enhanced Online Monitoring System: Important Updates and Simulation	<b>Carl Henry Lico</b> Computer Programmer III, SDD-ICTS  <b>Emma Ruth Galvez</b>

Time	Activity	Responsible Person
		Information Systems Analyst III, SDD-ICTS
2:30 – 4:00 p.m.	Regional and Division Action Planning (with running break)	Regional groupings
4:00 – 4:30 p.m.	Reporting of action plans	Selected regions
4:30 – 5:00 p.m.	Closing	
<b>Moderator:</b> Glenn Martin Raroque		
<b>Day 5</b> <b>(April 26, 2024)</b>		
* * * HOME SWEET HOME * * *		