



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF IMUS CITY

11 Apr 2024

DIVISION MEMORANDUM
 No. 210, s. 2024

**UPLOADING OF THE WASH IN SCHOOLS ONLINE
 MONITORING SYSTEM FOR 2023-2024 THROUGH THE
 LEARNER INFORMATION SYSTEM**

To: Assistant Schools Division Superintendent
 CID Chief Education Supervisor
 OIC- SGOD Chief Education Supervisor
 School Heads/OICs (All Public Schools)
 All Others Concerned

1. In relation to OUOPS No. 2024-09-993 titled “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),” this Office through the School Governance and Operations Division-School Health and Nutrition Section (SHNS) informs the field of the integration of the WASH in Schools (WinS) Online Monitoring System (OMS) into the Learner Information System (LIS).

2. Here are the modifications concerning the updates in the WinS Monitoring System:

A. Mode of updating

Areas of concern	Previous modality	Changes
WinS OMS site	http://wins.sysdb.site/Login/	https://lis.deped.gov.ph
WinS OMS tool	Version 2017-06-04.xlsx	winsomsform_2022_07_15.xlsx

B. WinS Role

Level	WinS Administrator	WinS Officer/ Coordinator
School	School ICT Coordinator	School Head/ PDO I

C. Functions of WinS Roles in the LIS

Role	Function
WinS Administrator	<ul style="list-style-type: none"> Assigns the WinS Officer/ Coordinator role to School Head or PDO’s user account. Can validate the uploaded WinS status report
WinS Coordinator	<ul style="list-style-type: none"> Downloads the WinS status reporting form in



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	<p>excel file from the WinS OMS in the LIS</p> <ul style="list-style-type: none"> • Accomplishes the WinS OMS excel form • Uploads the accomplished excel file of the schools WinS status report in the LIS
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3. Steps in assigning of WinS Role at the school level:

WINS ADMINISTRATOR	WINS COORDINATOR
<ul style="list-style-type: none"> a. Go to LIS Website lis.deped.gov.ph and login using the Head or System Admin Account. b. Select Administration c. Select Wins d. Select Manage Personnel e. Click “By name” button f. Enter the “First and Last name” of the personnel then click “Search” g. Click the “New Record” button h. Fill-out the form, then click the “Create” button i. Create “Username account” for the personnel j. Enter the username of the personnel then Select search. k. Select add role l. Select Wins-Administrator m. It will appear in personnel info the tag as WINS Administrator 	<ul style="list-style-type: none"> a. Log in using WINS Administrator b. Select Administration c. Select WINS d. Select Manage Personnel e. Enter the username of the personnel then Select search f. Select add role g. Select WINS-Officer h. It will appear in personnel info the tag as WINS Administrator

4. Steps in updating of the WinS Status report for schools:

- a. Login using Schools WINS Coordinator
- b. Select “WASH in Schools OMS”
- c. Select Module
- d. Select “Download Blank Form”
- e. Select “WinS form”
- f. Fill-out the WINS School Form
- g. After filling-up the WINS School Form, Select “Module”, then click “Upload School System”
- h. Select “School Profile” button
- i. Select WinS Form
- j. Select “Upload” button
- k. Once WINS Form is uploaded, the ratings will appear in the WINS dashboard.

5. Uploading of the WinS Status report for School Year 2023-2024 shall be uploaded in the LIS system on or before April 30, 2024.

6. Additional information may be accessed through this link: <https://bit.ly/WinSeOMS> .

7. For inquiries and clarification, please contact Geronimo A. Iquin Jr., Medical Officer III, at (046) 419-8450 to 53 loc. 225.
8. Immediate dissemination of and compliance with this Memorandum is earnestly desired



HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

Encl.: None

Reference: As stated

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

ASSESSMENT
HEALTH AND NUTRITION
REPORTS