02 April 2024

DIVISION MEMORANDUM

No. **111** ,s. 2024

DepEd-Benguet Division

APR 03 2024

RELEASED

TO: School Governance and Operations Division
Public Schools District Supervisors
School Heads of Public Elementary Schools
School Health Section Personnel
All others concerned
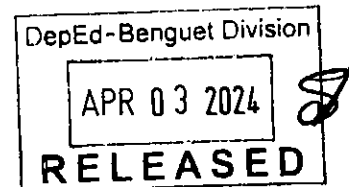
Reiteration of WASH in Schools (WinS) Program Monitoring System for SY 2023-2024

1.   This office reiterates the online monitoring of the WinS Program for SY 2023-2024 per RM No. 101, s.2024 and DM-OUOPS No. 2024-09-993 which is the Guidance on the Uploading of the WinS Data for SY 2023-2024 under the Newly Enhanced Online Monitoring System (e-OMS) as integrated in the Learner Information System (LIS).

2.   Relative hereto, all schools should accomplish the new version of the WinS Monitoring Form to be uploaded in the e-OMS website at https://oms.wins.deped.gov.ph/. Integrated schools are to accomplish two separate forms, one for Elementary Level and another for Secondary Level. Uploading of 2023 WinS data shall be open from April 08, 2024 to May 31, 2024.

3.   Attached is Annex A of DM-OUOPS No. 2024-09-993 or the User's Manual for Schools as reference or guide in navigating the e-OMS and for the uploading of the WinS data.

4.   For further queries, please contact the school nurses assigned to respective schools and/or the Division WinS Coordinator, Ms. Shelby G. Sangao at mobile number 0977-174-9783.

5.   Immediate dissemination to all concerned is desired.

SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

Enclosure: Annex A. WinS e-OMS User's Manual for Schools

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.

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.

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.
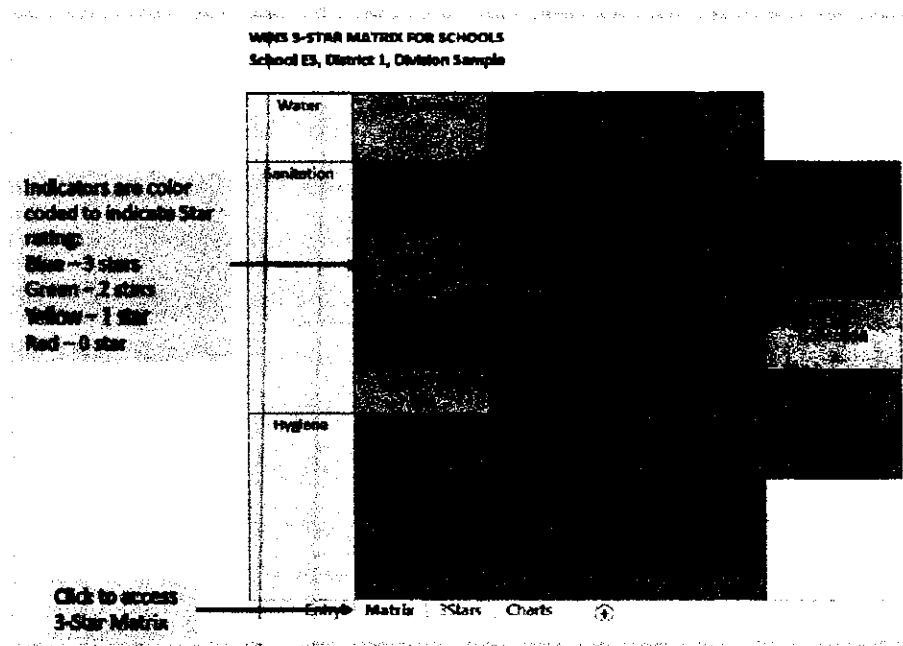
The WinS 3-Star Report for schools can be access by clicking on the "3Stars" worksheet found in the lower left section of the screen. It provides a detailed view of all the 40 WinS indicators and the milestones that a school needs to achieve in order to reach the national standard. A check in the report 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

Schools Division of Benguet

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
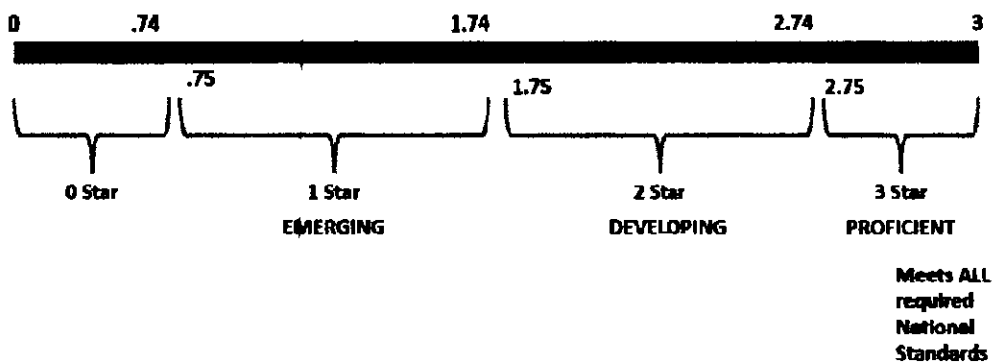
The WinS 3-Star Charts for Schools can be access by clicking on the "Charts" worksheet found in the lower left section of the screen. It provides the same information as the WinS 3-Star Matrix but in a more graphical view.
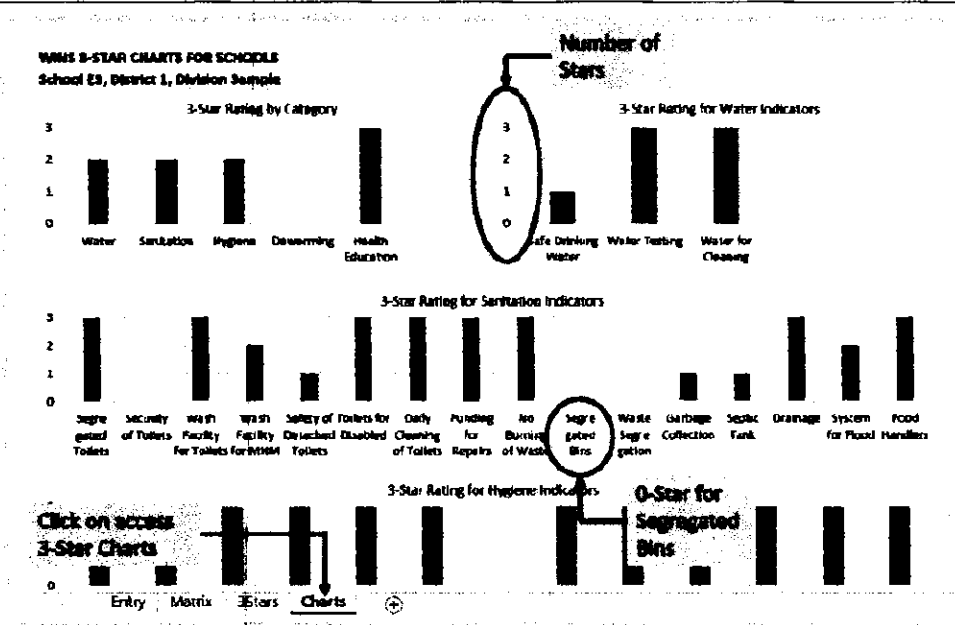
3. CREATION OF USER ACCOUNTS AND ROLE DESIGNATION FOR WINS IN THE USER ACCOUNT MANAGEMENT SYSTEM (UAMS).

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.

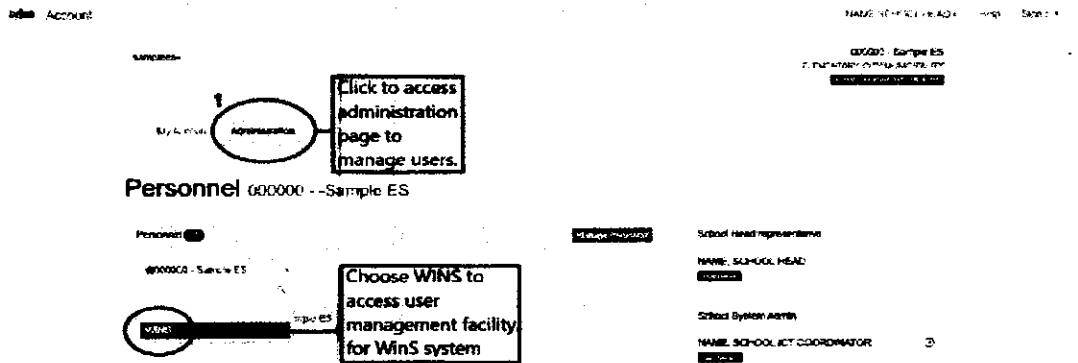### 3.1. Creation of Administrator account for WinS OMS

1. Access the site http://lis.deped.gov.ph and login using your credentials.

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

Personnel 000000 - -Sample ES

Personnel Lookup 000000 - School ES - WINS

Search Record

Username or TIN

Search

3. Click the **"Manage Personnel"** button.
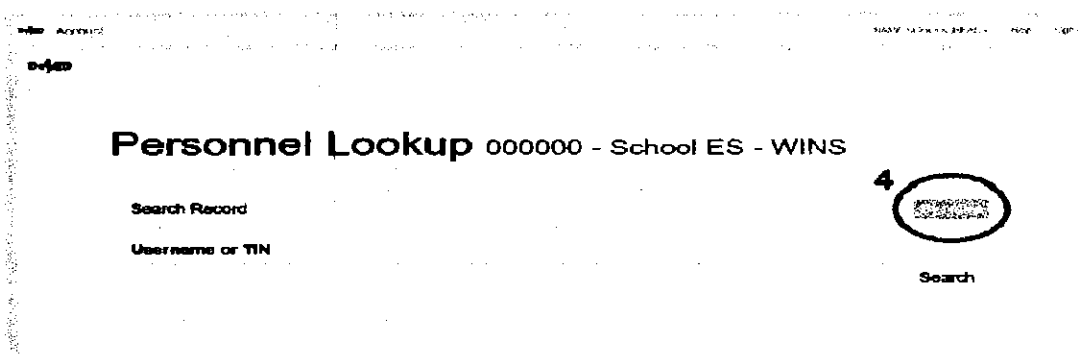
4. Click the **"By Name"** button.
5. Type the First name and Last name of the user to be created and then, click **"Search"**. If there are no records found, click the **"No, this is correct. Create New Record"** button.

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

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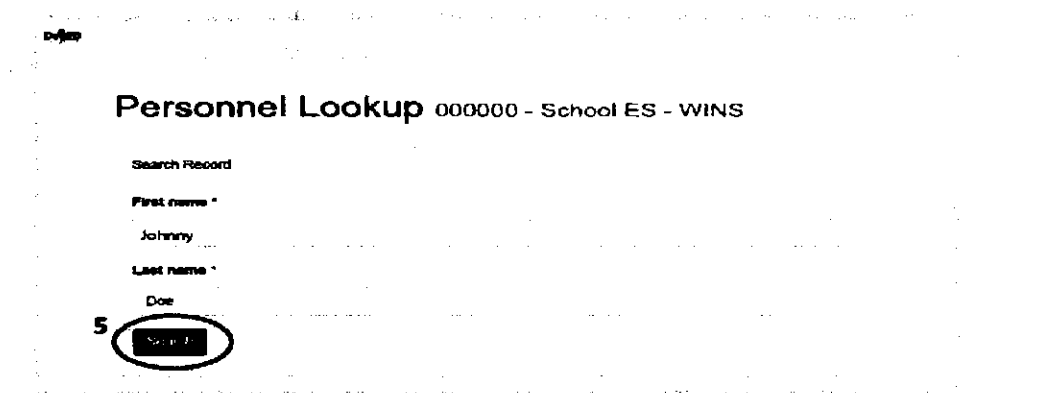
6. If there are records found, click the **"Not Listed? Create new record."** button.
7. Click **"New Record"** Button

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Johnny

Last name *

Doe

[Search]

Record of "JOHNNY DOE" not found

Make sure the parameters are correct.

[No, this is correct. Create new record.]

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

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   x

First name *
Johnny

Middle name *
Jordan

Last name *
Doe

Ext name

Gender *
Male

Birthdate *
11/11/1980

TIN *

Gsisbp no

Fill up personnel information. The fields with "*" are required.

Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

ITAMAD
Integrity Bold Accomplishments Modiles Advancement Nurtures Excellence

9. Type a unique username for the account.
10. Click the **"Create Account"** button.

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

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**.

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

Personnel 000000 - School ES / WINS
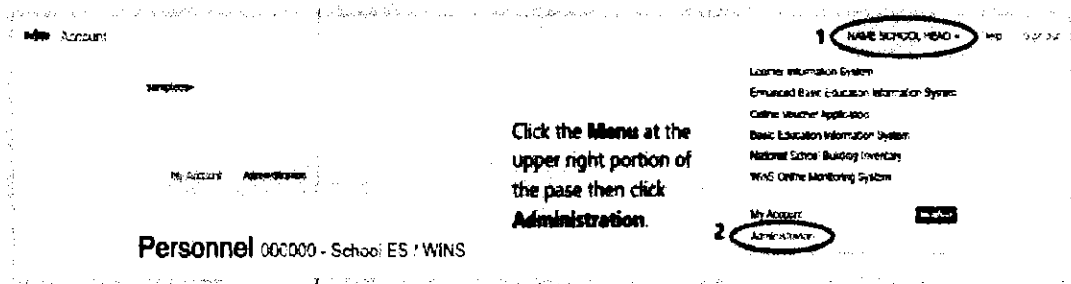
3. Choose the **WINS** in the Access List.
4. Click the **"Manage Personnel"** button.

Personnel 000000 - School ES / WINS

5. Type the username that will be assigned the WinS administrator role.

Personnel Lookup 000000 - School ES - WINS

Search Record

Username or TIN

jdoe.winsadm

5 Search

6. Click the "Add Role" button then select "WINS-Administrator".

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

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.

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

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

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

Forgot password?

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.
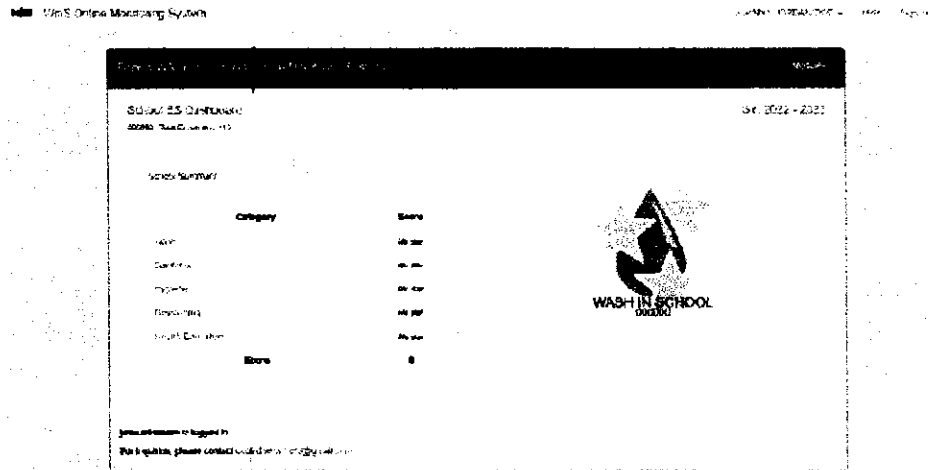
3.4. Creation of School WinS Coordinator account for WinS E-OMS

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.**
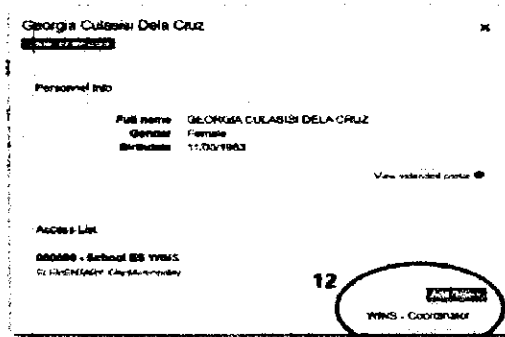
5. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.

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.

Verify if WINS - ADMINISTRATOR role.

Personnel 000000 - School E S / 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 *

RELIALYN

Last name *

DELA CRUZ

4

Record of [not found]

Create a new record with the following details

First name
RELIALYN
Last name
DELA CRUZ

5

Personnel Lookup 000000 - SCHOOL ES - WINS

Search Record

First name *

GEORGIA

Last name *

DELA CRUZ

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

#	TIN	Last name	First name	Middle name	Ext name	Birth Year
		DELA CRUZ	GEORGIA	CULASISI		1971

1 record found

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

New Personnel   Fields with * are required.   x

First name *

GEORGIA

Middle name *

CULASISI

Last name *

DELA CRUZ

Ext name

Gender *

Female

Birthdate *   yyyy-mm-dd

03/11/1933

TIN *

555-823-731

Gsisbp no

Plantilla item no

6

[Create]

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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.

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**.

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"**.

![DepEd Seal]

Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6370
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

My Account   Administration

Personnel 000000 - School ES / WINS

Personnel ●

WINS

None found.

10 Manage Personnel   Administrator

Non granted

Personnel Lookup 000000 - School ES - WINS

Search Record

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   ✕

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.

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.**

3. 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	⊙ 18 00

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

Personnel Info   Update   Account Maintenance

Full name GEORGIA CULASISI DELA CRUZ   **4** Reset Password   Lock
Gender Female
Birthdate 11/03/1983

View extended profile

By clicking the reset password button, the system will revert to the user's default password.

Access List

000000 - School ES WINS
ELEMENTARY Day/Municipality

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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.

3.6.   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.

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.

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 .