



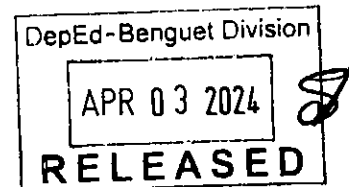
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET

02 April 2024

DIVISION MEMORANDUM

No. 111, s. 2024

**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



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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.



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Department of Education
 WASH in Schools Monitoring System

A. School Profile

Date of Survey: yyyy-mm-dd: 2023-07-01
 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 SCOOD, HEAD
 Contact Number: 09176543210

Total Enrolment

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

Click to access the data entry module

Entry Stars Matrix Charts

System version

Enter data in white cells

Tip: Press tab to move to the next white cell

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

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? invalid entry

5. Did the test result show that the water is safe for drinking?

6. What other mechanisms are in place to ensure the safety of drinking water? Check all applicable

Teachers ask the learners to bring their own water bottles

school

Retry Cancel Help

If drinking water is from a remote source, has the school received 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)

Entry Stars Matrix Charts

Some cells have predefined options from a dropdown

Message box pops up when encoder enters invalid data



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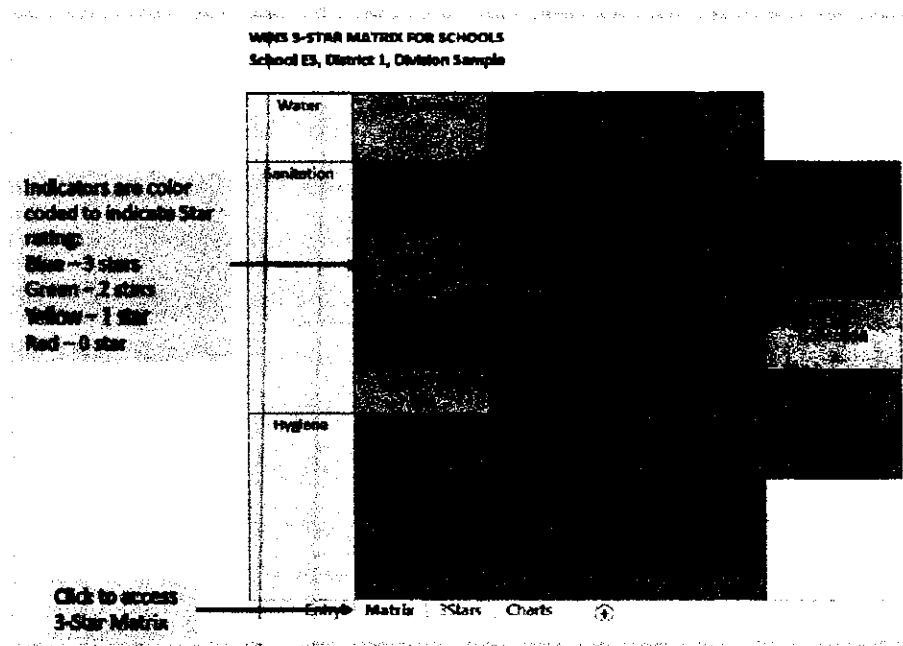


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2.2. Accessing the Reports in the Excel-Based WinS Monitoring System

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.



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Overall rating is average score of all indicators

Overall Rating: **2**

DEPARTMENT OF EDUCATION
 WIN S 3-STAR REPORT FOR SCHOOLS

Division Office: Benguet
 District: District 1
 School: School 05

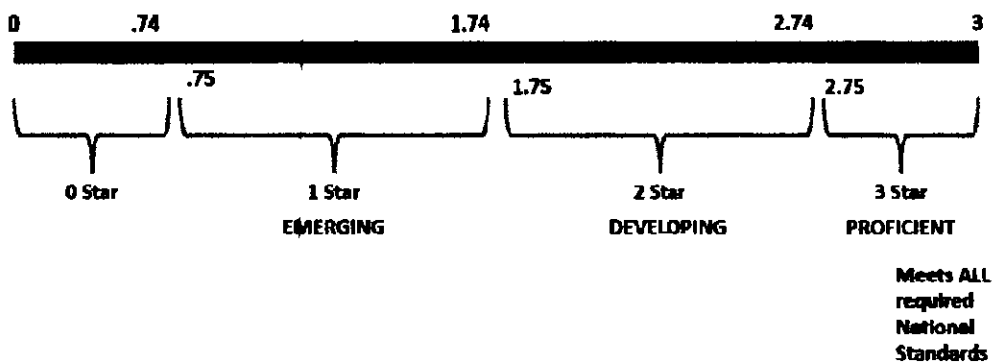
✓ Means the 1-star criteria has been met

Category	One Star	Two Stars	Three Stars	Score
Water	<p>W.51-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water.</p> <p>W.51-2. The school coordinates with the relevant agency/office to test the quality of water.</p> <p>W.51-3. Regardless of source, water for cleaning is available only for certain days of the week.</p>	<p>W.52-1. Safe drinking water is provided by the school but supply is not regular.</p> <p>W.52-2. The quality of water is tested once every calendar year or in coordination with the relevant agency/office.</p> <p>W.52-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day.</p>	<p>W.53-1. Safe drinking water is provided for free for all children in the school at all times.</p> <p>W.53-2. The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.</p> <p>W.53-3. Regardless of source, water for cleaning is available on a daily basis in all school hours.</p>	<p>Score based on star rating</p>
Sanitation	<p>S.51-1. The overall pupil to toilet seat ratio is 10:1 or higher and there are at least one functional and clean toilets that are gender segregated.</p> <p>S.51-2. Toilets are secure, private, with door and lock.</p>	<p>S.52-1. The overall pupil to toilet seat ratio is 5:1-10:1 students and there are more than two functional and clean toilets that are gender segregated as needed based on enrollment.</p> <p>S.52-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads.</p>	<p>S.53-1. The pupil to toilet seat ratio is 3:1 (by gender) or higher.</p> <p>S.53-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads AND At least 3 female toilet have an exclusive washing facility.</p>	

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

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 accessed 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.

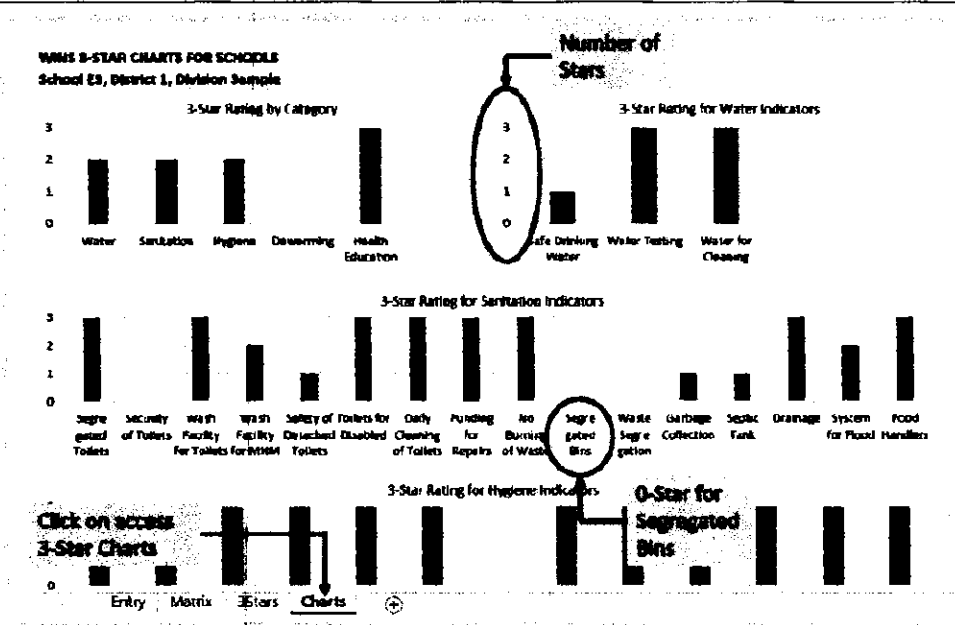


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3. CREATION OF USER ACCOUNTS AND ROLE DESIGNATION FOR WINS IN THE USER ACCOUNT MANAGEMENT SYSTEM (UAMS).

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.



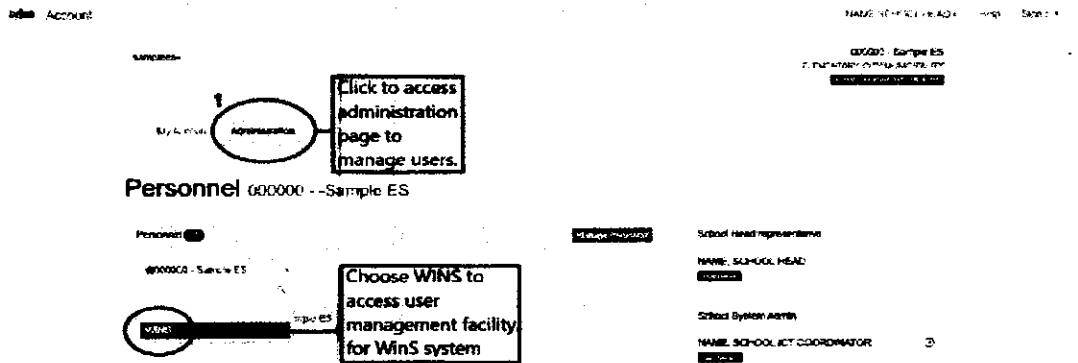
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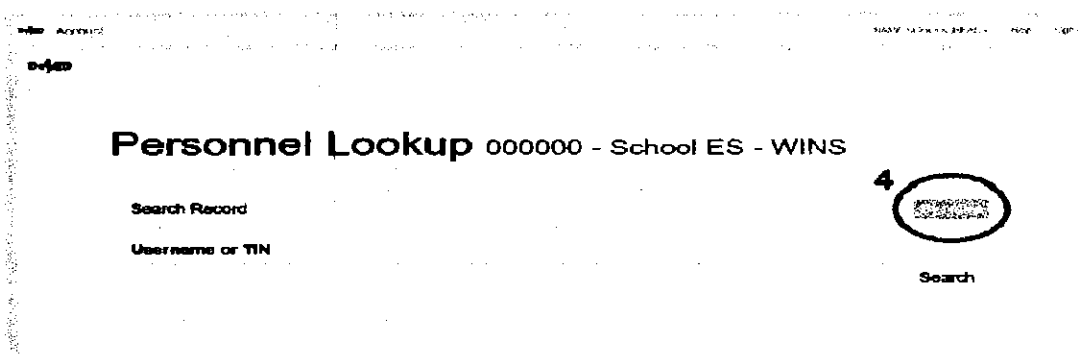


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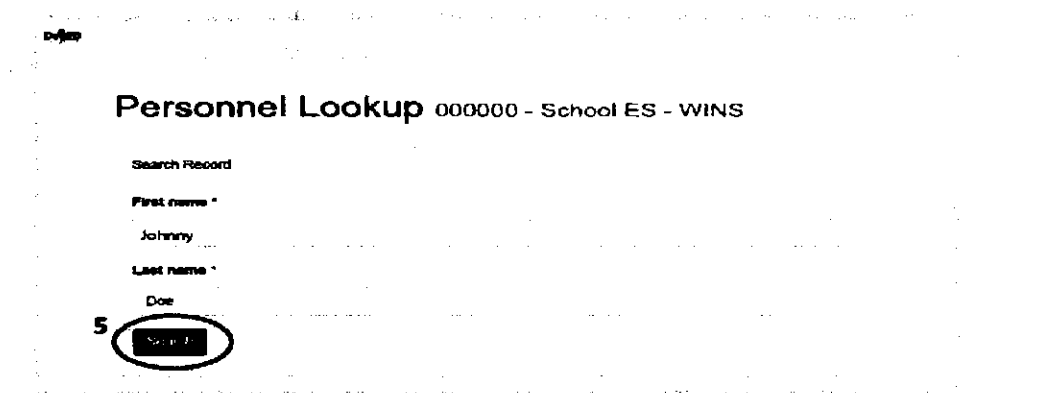
2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.



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.



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



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Personnel Lookup 000000 - School ES - WINS

Search Record

First name *
Johnny

Last name *
Doe

Record of "JOHNNY DOE" not found

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

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

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

Birthday *
11/11/1960

TIN *
123-456-789

Salary no

Position title (if any)

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



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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
john.jordan

10 Create Account

Enter a unique username for the 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 CAJAMARSA

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

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**.



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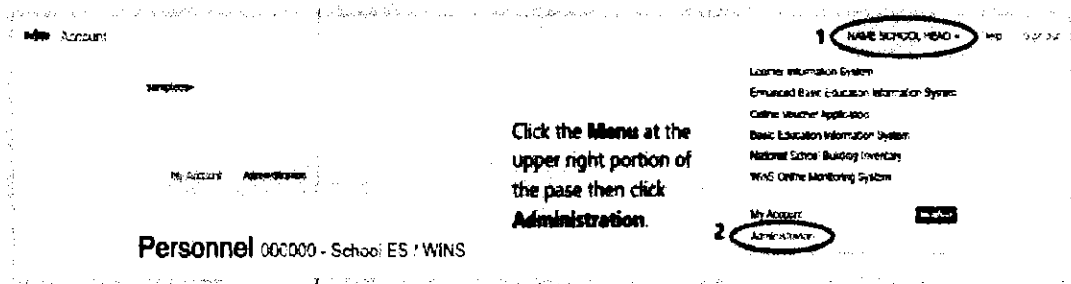
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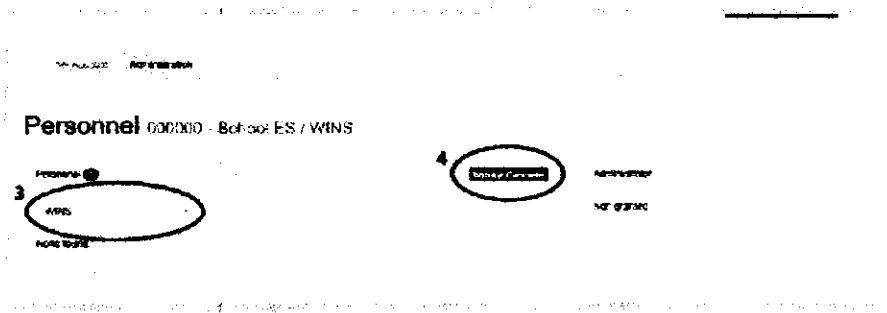
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2. Click Administration.

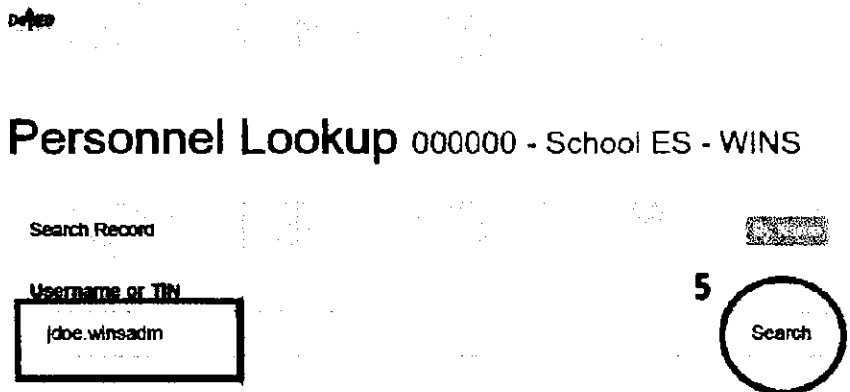


3. Choose the WINS in the Access List.

4. Click the "Manage Personnel" button.



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



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

Johnny Jordan Doe

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

Add Role

WINS - Administrator

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

Johnny Jordan Doe

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

7

Close



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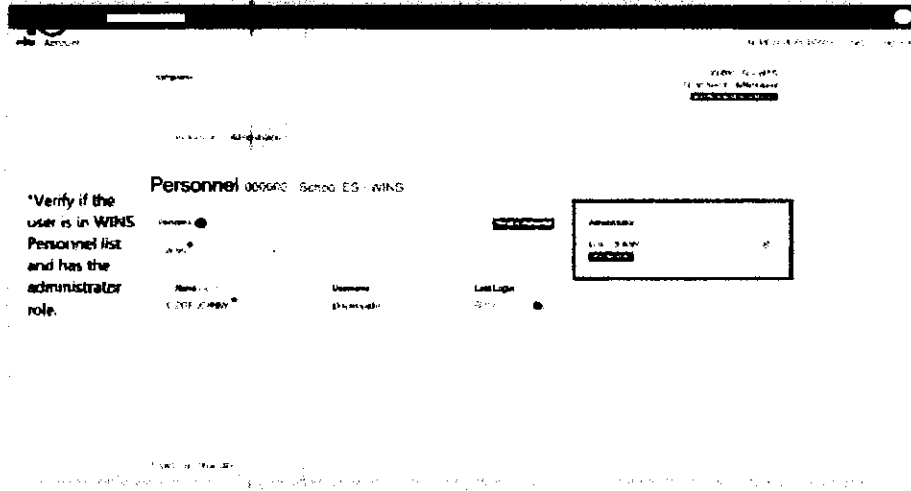
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8. Go back to the main page. Then, click the browser's **Refresh** button or press **F5**.
Verify if the user has the **administrator** role in the WINS Personnel list.



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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.

The screenshot shows a login page with the following elements:

- Header: "Please sign in"
- Form fields: "Username" and "Password" (with a "Show" button for password visibility).
- Buttons: "Sign In" and "Forgot password?"
- Text: "Please contact your respective IT Officers if you still do not have a user account."
- Footer: "WARNING: Please do not share your account information with anyone. For more information, please contact your respective IT Officers." and "© 2018. All rights reserved. | Terms of Use | Privacy Policy | Contact Us"

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.

The screenshot shows the "Update default password" form with the following elements:

- Section: "Update default password"
- Text: "Account Check"
- Instructions: "You are currently using a generic and unsecured password. Please change your password and re-type this in the Repeat Password box." and "After clicking 'Update' button, this password becomes your new and official password to get into the system - make sure to remember this."
- Form fields: "New Password *" and "Repeat Password *"
- Buttons: "Update"



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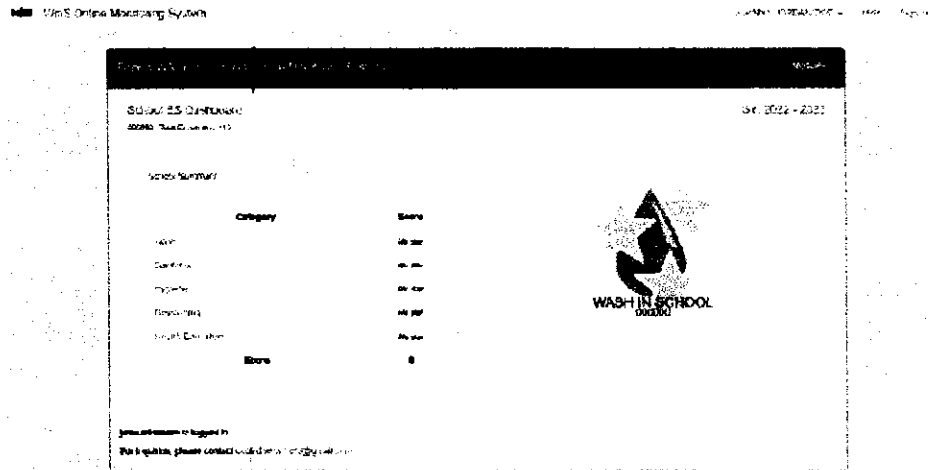
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2. Upon successful login, the system will redirect you to the DepEd WASH in Schools Online Monitoring System Dashboard.



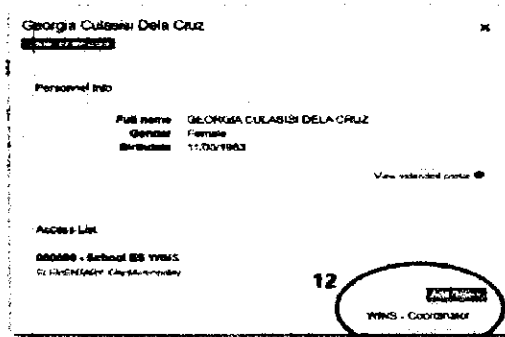
3.4. Creation of School Wins Coordinator account for Wins E-OMS

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**.



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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.

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.



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Personnel Lookup 000000 School ES - WINS

Search Record

First name *
 DELALYN

Last name *
 DELA CRUZ

4 **Not listed?**

Create a new record with the following details

Find name
 DELALYN
 Last name
 DELA CRUZ

Record of **Not listed?** not found

5 **Not listed? Create new record**

Personnel Lookup 000000 - SCHOOL ES - WINS

Search Record

First name *
 DELA LA

Last name *
 DELA CRUZ

6 **Not listed? Create new record**

Search Record

ID	Last name	First name	Middle name	Ext name	Work Year
1	DELA CRUZ	GEORGIA	DE JESUS		1978

1 records found

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

6 **Not listed? Create new record**

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.

First name *
 GEORGIA

Middle name *
 CULASISI

Last name *
 DELA CRUZ

Ext name

Gender *
 Female

Birthdate *
 03/11/1980

TIN *
 555-823-231

Gallop no

Plausible 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.

The screenshot shows two browser windows. The left window displays a 'Personnel record created' message and a 'Create Account' button circled in red with a '7'. The right window displays a 'PERSONNEL account created' message and a 'PERSONNEL' button circled in red with an 'X'.

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**.

The screenshot shows the WinS Administrator account menu. The user name 'JOHNNY JORDAN DOE' is highlighted in a box. The 'Administration' option is circled in red with a '9'.

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"**.



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My Account Administration

Personnel 000000 - School ES / WINS

Personnel **10** Administrator
 Non granted
 WINS
 None found

Personnel Lookup 000000 - School ES - WINS

Search Record

Username or TIN **11**

17. The personnel information page will appear, click the **"Add Role"** button then choose **WinS -Coordinator**.

Georgia Culasisi Dela Cruz

Personnel Info

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

View complete profile

Access List

000000 - School ES WINS
 ELEMENTARY, City/Municipality

12 **WINS - Coordinator**



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

Georgia Culasis Dela Cruz

13 X

geulacru@wins.oms.deped.gov.ph account access level in 050000 School ES - WINS updated.

Personnel Info

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

View connected profile

Account Maintenance

Access List

00000 - School ES WINS
ELEMENTARY, CavMunicipality

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**.



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

Personnel 000000 - School ES / WINS

Name Last, First	Username	Last Login
1. DELA CRUZ, GEORGIA	gdelacruz.winscoor	10/16/2023
2. DOE, JOHNNY	jdoe.winsadm	

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

Account Maintenance: **Reset Password** (circled in red)

Access List: 000000 - School ES WINS ELEMENTARY City/Municipality

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



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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 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.

The screenshot shows the 'School ES Dashboard' with the following table:

Category	Score
Water	No data
Sanitation	No data
Hygiene	No data
Demerity	No data
Health Education	No data
Total	0

On the right side of the dashboard, there is a 'Download Blank Form' button. A callout box with a 'WASH IN SCHOOL' logo points to this button, stating: 'You can download a copy of the Excel-based form by clicking the Download Blank Form command.'

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.



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DepEd WASH in Schools Online Monitoring System Module -

Upload School System Screen

School Year	2022 - 2023	Choose a file to upload.  [X] [Upload Now]
Level	Elementary	
Region	Sample Region	
Division	Sample Division	
School District	Sample District	
School	Sample ES	

gdelecruz.winscor 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.



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