



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

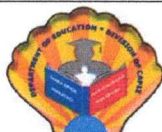
February 21, 2024

DIVISION MEMORANDUM
NO. **109** 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, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC - Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and
Integrated Schools
All Others Concerned
1. Attached is OUOPS Memorandum No. 2024-09-993 titled **“Guidance on the Uploading of the WinS Data for SY 2022-2023 and SY 2023-2024 Under the Newly Enhances Online Monitoring System (e-OMS)”**.
 2. In this regard, the attached annexes shall be used as reference or guide for the uploading of the needed WinS data for SY 2022-2023 and SY 2023-2024. The latest version of the Monitoring Form, Excel -Based System and Online Monitoring System can be accessed through <https://oms.wins.deped.gov.ph>.
 3. 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 thru (02) 8632 9935.
 4. Immediate dissemination of and compliance with this memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 



Address: Banica, Roxas City
Contact Number: (036) 620 2371
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Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-09-993

MEMORANDUM

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

FROM : *[Signature]*
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 VBR/02052024

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
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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;

SFD/VBB/92042624

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- 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" or "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

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

Click to access the data entry module

Entry Stars 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 to drink?	
6. What other mechanisms are used to ensure that water is safe to drink? (Check all applicable)	
Teachers ask the learners to report if water is safe to drink at school	<input type="checkbox"/>
If drinking water is from a refilling station, the school requires a water quality certificate	<input type="checkbox"/>
Water from an accessible water source is boiled	<input type="checkbox"/>
Water from an accessible water source is filtered	<input type="checkbox"/>
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)	

Some cells have predefined options from a dropdown

Message box pops up when encoder enters invalid data

Select Yes or No only. Retry Cancel Help

Entry Stars 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

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 ★★★
	Group Hand-washing Activity ★★★	Available Soap ★★★	Group Hand-washing Facility ★★★	Individual Hand-washing Facility ★★★
Hygiene	Individual Hand-washing Practice ★★★	Group Tooth-brushing Activity ★★★	Available Tooth-brush & paste 0 Star	
	WinS in SIP/AIP	Funding of Supplies	Sanitary Pads	

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

Click to access 3-Star Matrix

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 5** ✓ Means the 1-star criteria has been met
 District: **District 1**
 School: **School ES**

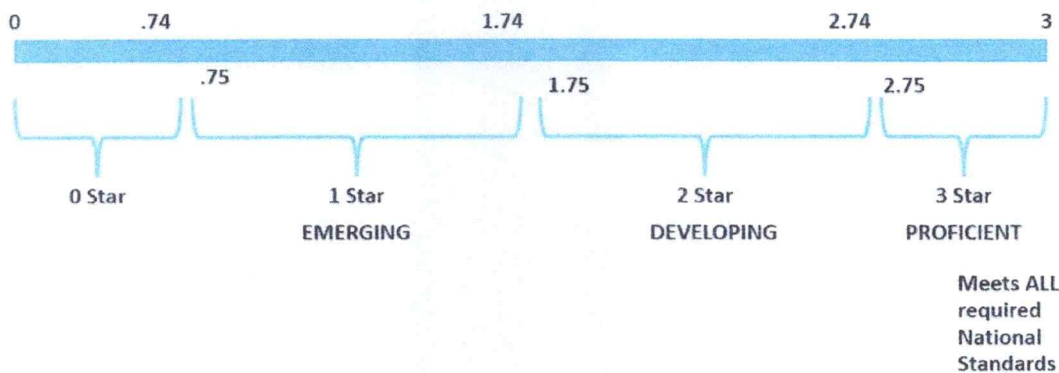
Overall rating is average score of all indicators
 Overall Rating: **★★**

Category	One Star	Two Stars	Three Stars	Score
Water	W.51-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water	W.52-1. Safe drinking water is provided by the school but supply is not regular.	W.53-1. Safe drinking water is provided for free for all children in the school at all times	1
	W.51-2. The school coordinates with the relevant agency/office to test the quality of water.	W.52-2. The quality of water is tested once every calendar year in coordination with the relevant agency/office.	W.53-2. The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.	3
	W.51-3. Regardless of source, water for cleaning is available only for certain days of the week	W.52-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day.	W.53-3. Regardless of source, water for cleaning is available on a daily basis in all school hours	3
Sanitation	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	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 enrolment	S.53-1. The pupil to toilet seat ratio (by gender) is 5:1 or higher	1
	S.51-2. Toilets are secure, private, with door and lock.	S.52-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.53-2. 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 basin	0

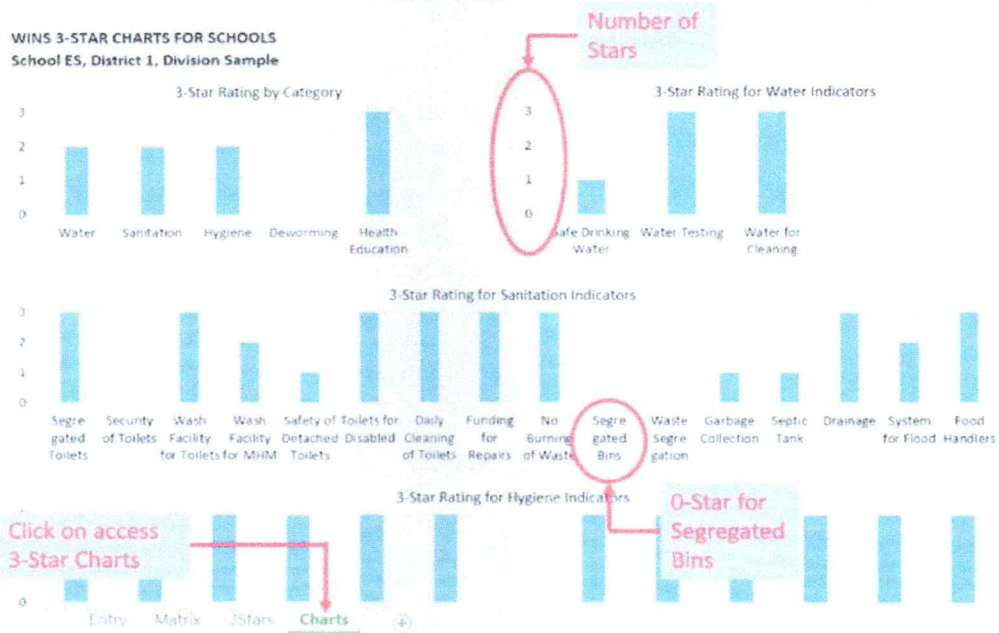
Entry Matrix **3Stars** Click to access 3-Star Matrix

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.



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.

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.

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

My Account

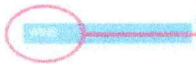


Click to access administration page to manage users.

Personnel 000000 - Sample ES

Personnel 10

000000 - Sample ES



Choose WINS to access user management facility for WinS system

000000 - Sample ES
ELEMENTARY CITY OF ALBERTA
WINS OMS

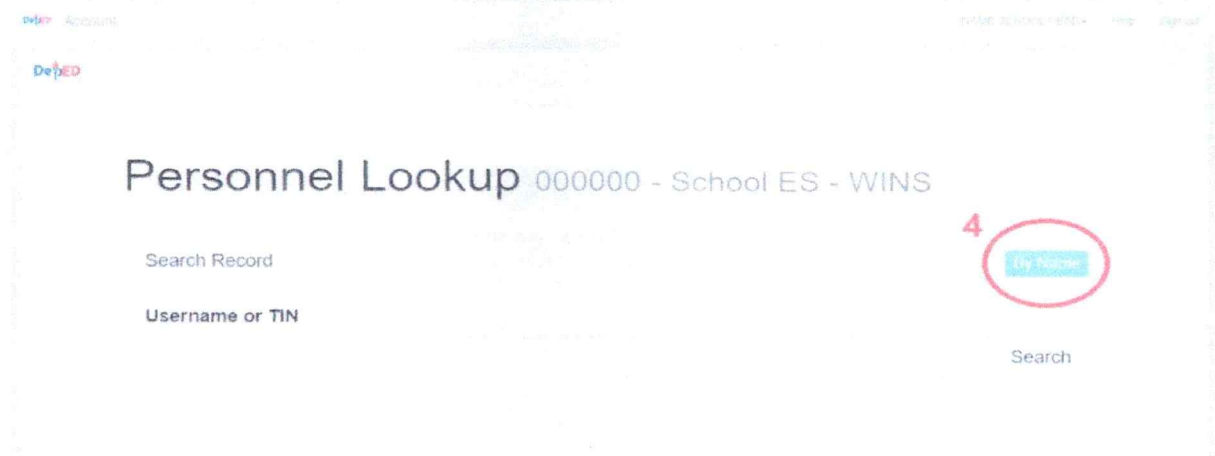
School Head representative

NAME: SCHOOL HEAD
[username]

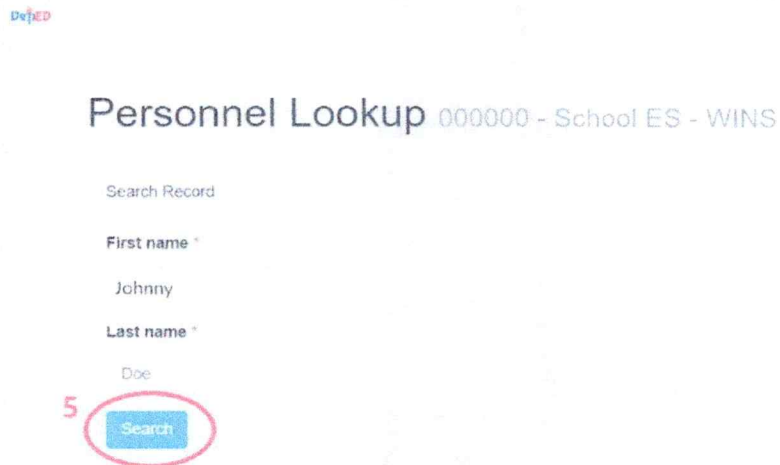
School System Admin

NAME: SCHOOL ICT COORDINATOR
[username]

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

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. New records: 0. Create new records

Create a new record with the following details

First name

JOHNNY

Last name

DOE

7

New Record

fo

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

P

First name *

Johnny

Middle name *

Jordan

Last name *

Doe

Ext name

Gender *

Male

Birthdate *

11/11/1980

TIN *

123-456-789

Osisbp no

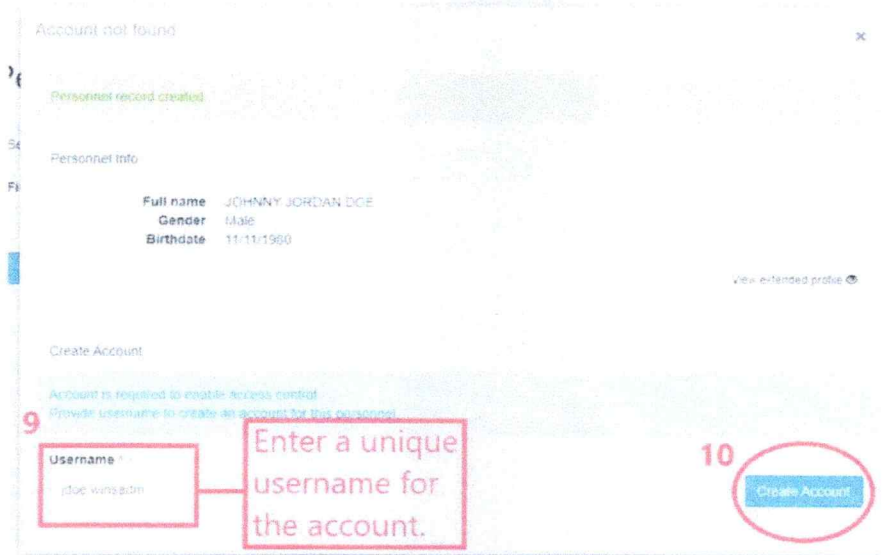
Plant/Item no

8

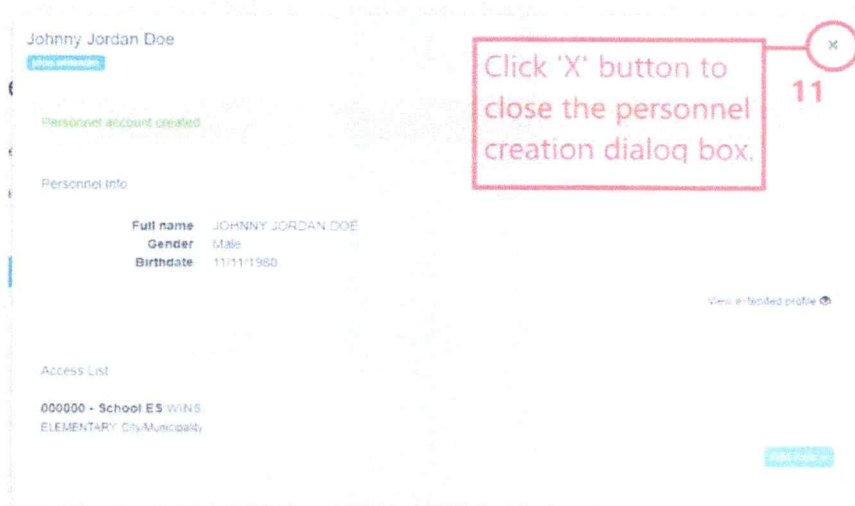
Create

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

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



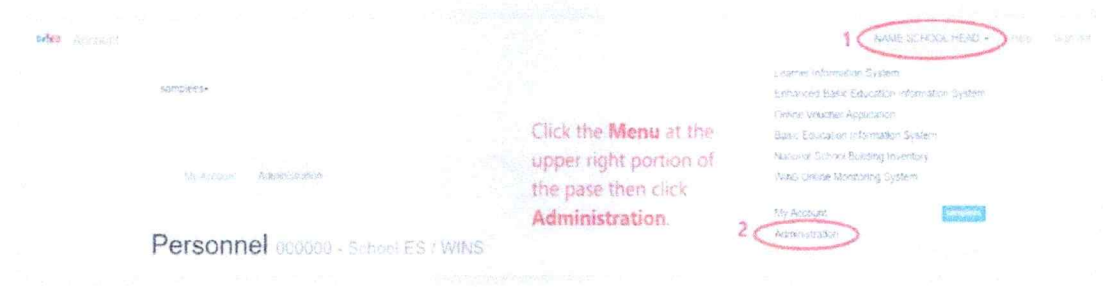
11. Verify the account created then click the close button.



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**.

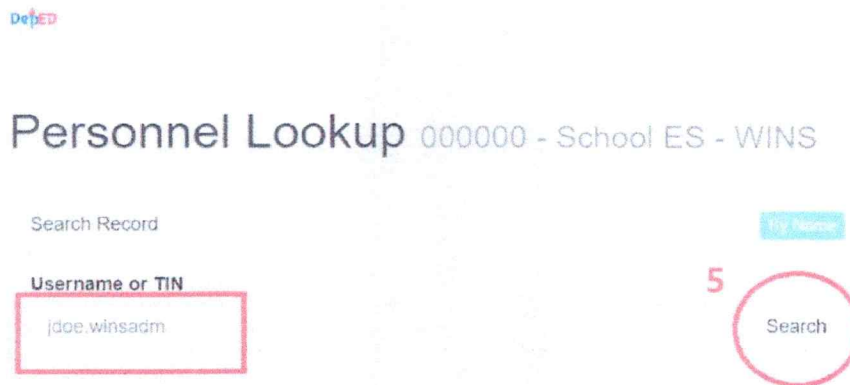


3. Choose the **WINS** in the Access List.

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



[View extended profile](#)

Personnel Info

Full name

JOHNNY JORDAN DOE

Gender

Male

Birthdate

11/11/1980

[View extended profile](#)

Access List

000000 - School ES WINS

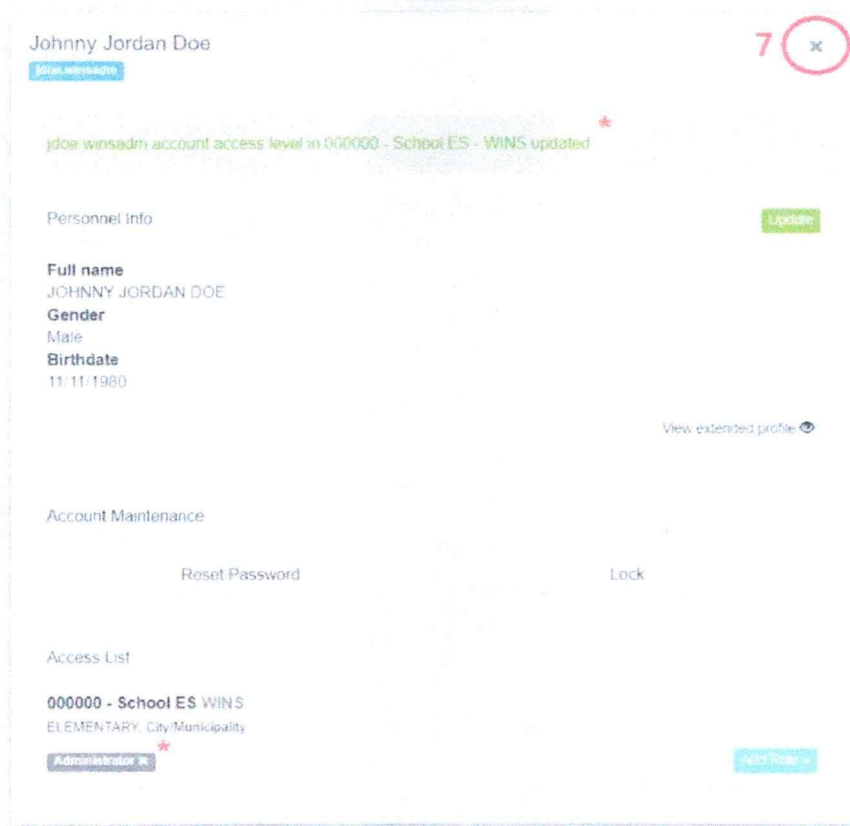
ELEMENTARY, City/Municipality

6

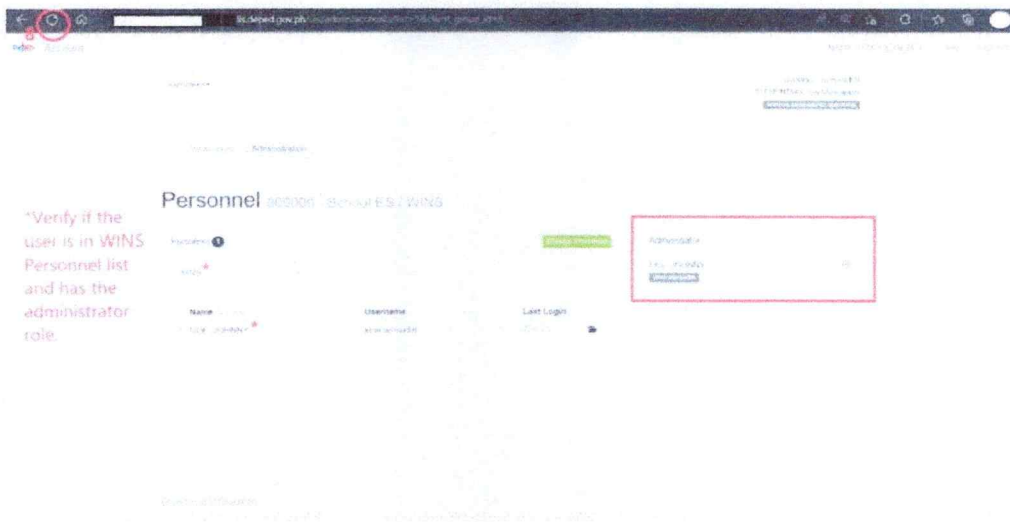
[Add Role](#)

WINS - Administrator

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



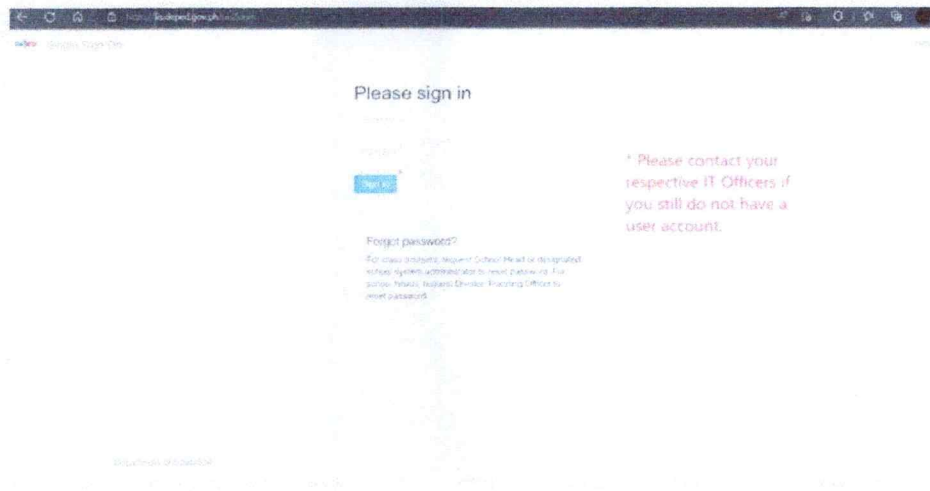
8. Go back to the main page. Then, click the browser's **Refresh** button or press **F5**. Verify if the user has the **administrator** role in the WINS Personnel list.



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.



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 *

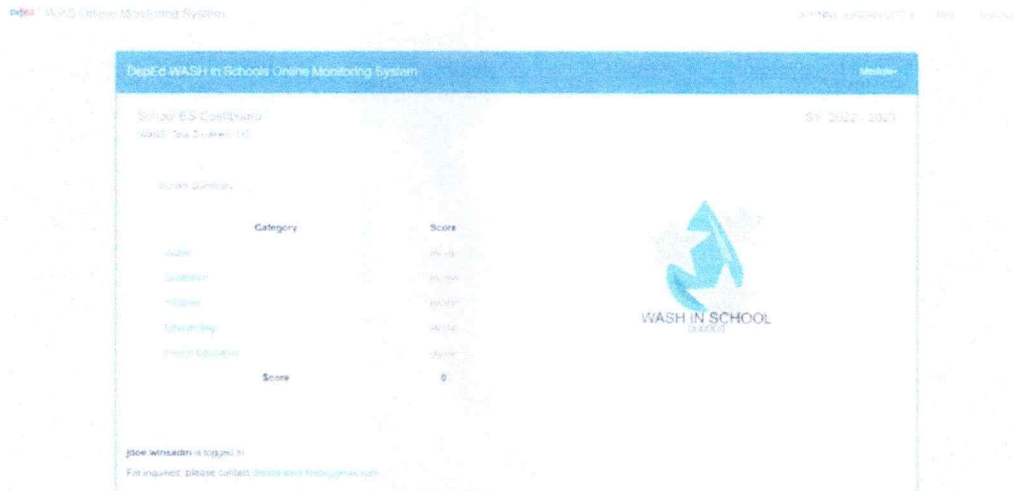
.....

Repeat Password *

.....

Update

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



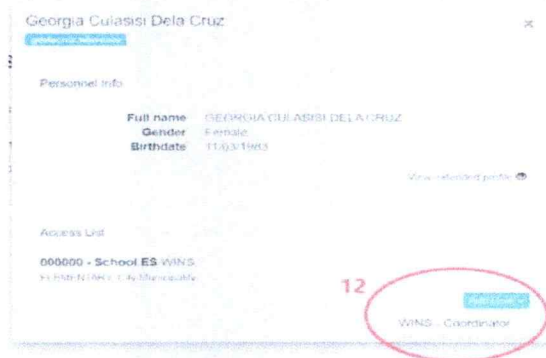
3.4. Creation of School WinS Coordinator account for WinS E-OMS

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.

- 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.

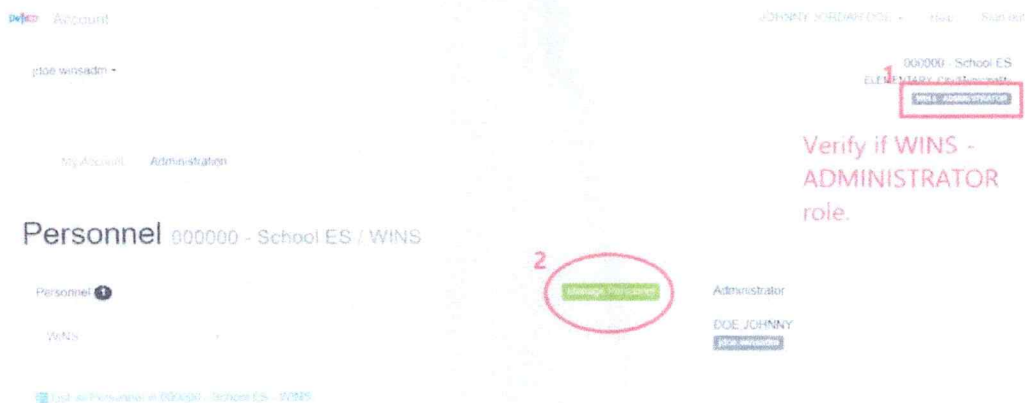
- Follow Steps 3 – 11 of **3.1 Creation of Administrator account for WinS OMS**.
- Follow Steps 1 – 5 of **3.2 Assigning the School WinS Administrator role**.
- The personnel information page will appear, click the **“Add Role”** button then choose **WinS – Coordinator**.



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.



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

5 Not listed? Create new record.

' not found

For more support, see the help manual.

Personnel Lookup 000000 SCHOOL ES - WINS

Search Record

First name

REMALYN

Last name

DELA CRUZ

Search

Search Result

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

1 record found

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

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 *
CULABISI

Last name *
DELA CRUZ

Ext name

Gender *
Female

Birthdate *
03/11/1983

TIN *
555-823-231

Gsisbp 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
gdela.cruz@watsc001

Create Account

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

Full Page

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.winsadm

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"**.

Personnel 000000 - School ES / WINS

Personnel 0

WINS

None found.

10

Manage Personnel

Administrator

Non granted

DeJED

Personnel Lookup 000000 - School ES - WINS

Search Record

Username or TIN

gdelacruz.winscoor

Cancel

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

WINS - Coordinator

Add Role

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



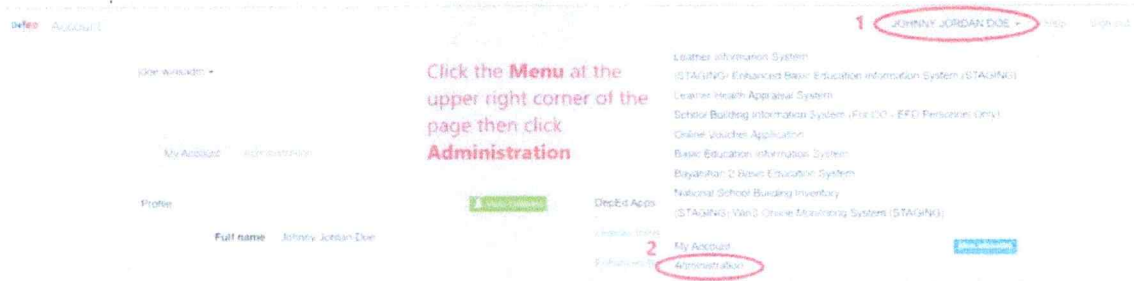
19. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

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**.



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

Personnel 000000 - School ES / WINS

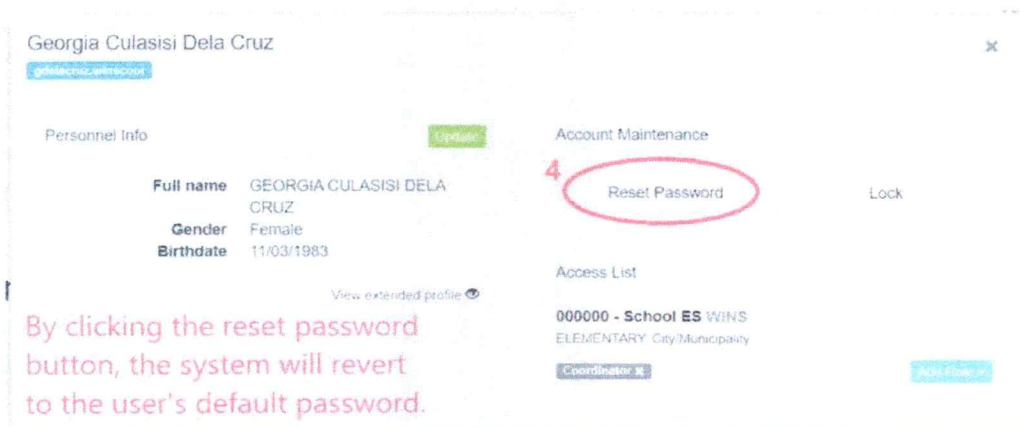
Personnel **2** Manage Personnel

WINS

Name Last, First	Username	Last Login
1 DELA CRUZ, GEORGIA ★	gdelaacruz.winscoor	3
2 DOE, JOHNNY	jdoe.winsadm	11/16/20

- Click on the **“Reset Password”** button.

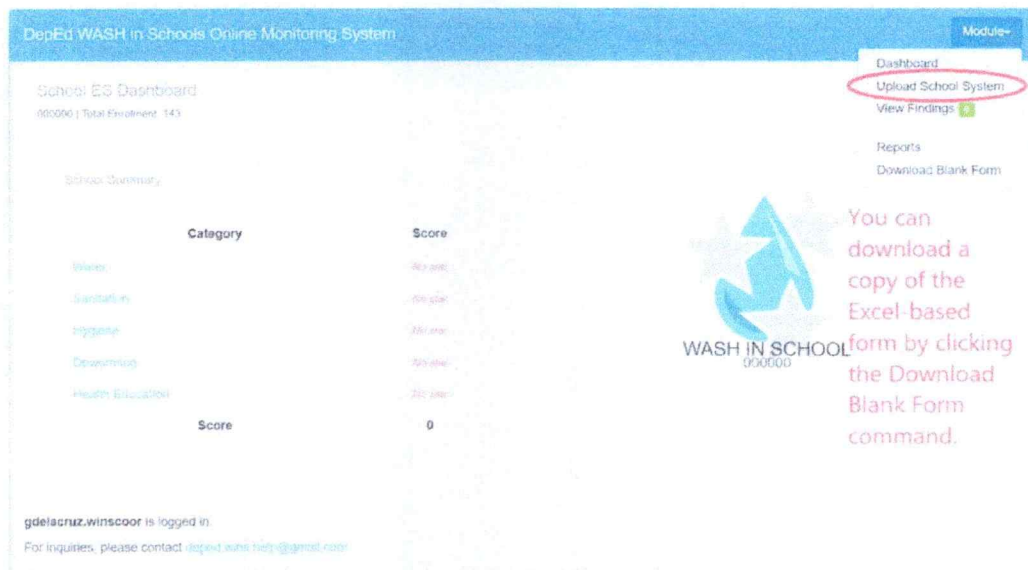
Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.



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.



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	Choose a file to upload  <input type="button" value="Back"/> <input type="button" value="Upload File"/>
Level	Elementary	
Region	Sample Region	
Division	Sample Division	
School District	Sample District	
School	Sample ES	

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.

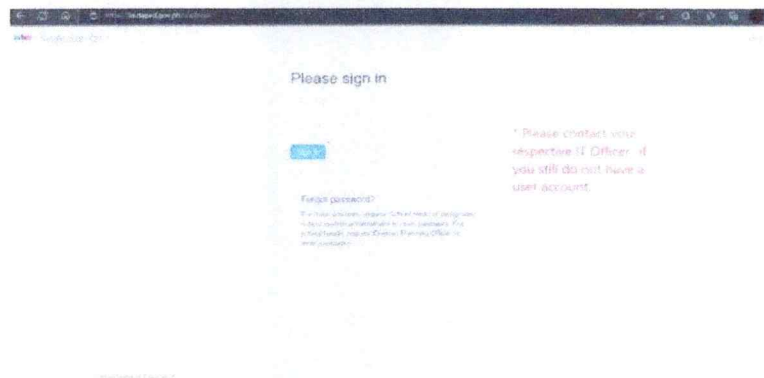
The latest version of the Monitoring Form, Excel-Bases System and Online Monitoring System can be accessed at <https://oms.wins.deped.gov.ph>.

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.



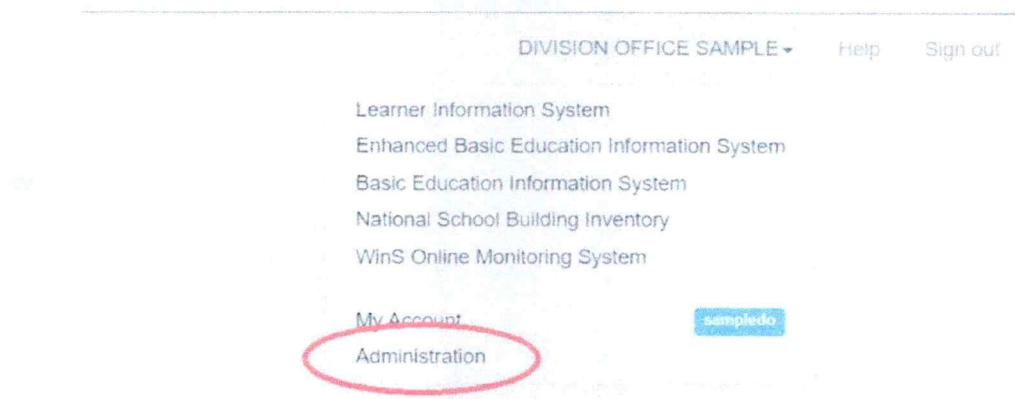
2.2. MANAGING USER ACCOUNTS AND ROLES

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

WINS

List all Personnel in Sample - WINS

Manage Personnel

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

Cancel

Username or TIN

Henrietta

Search

Henrietta Garcia Aggabao

Select Role

Personnel Info

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

View extended profile

Access List

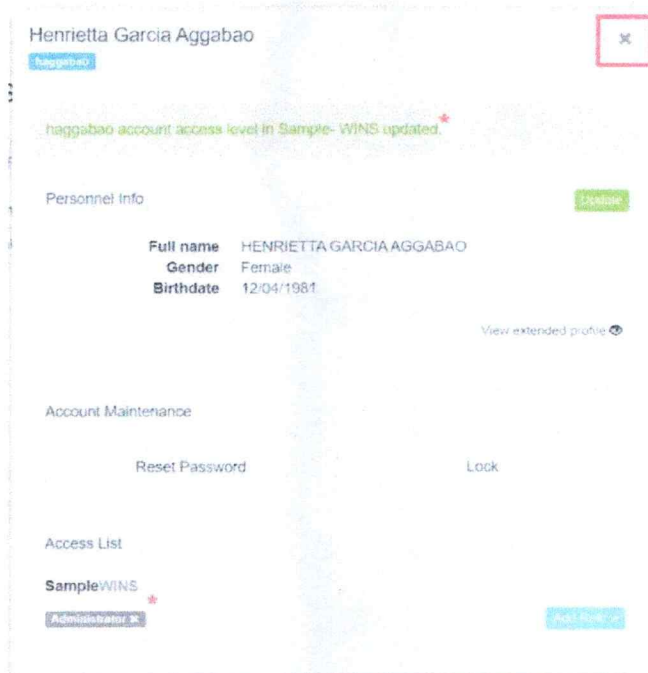
Sample WINS

WINS - Administrator

Add Role

6. Click the Add Role dropdown button then select WINS – Administrator.

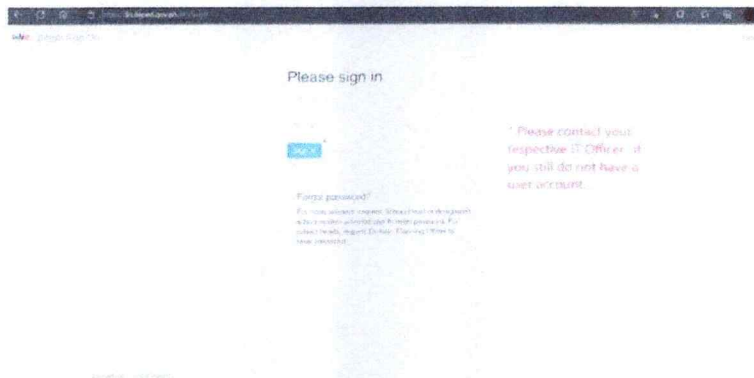
7. Verify that the Administrator role for WinS is added on the Access List Panel. Click the close button to exit.



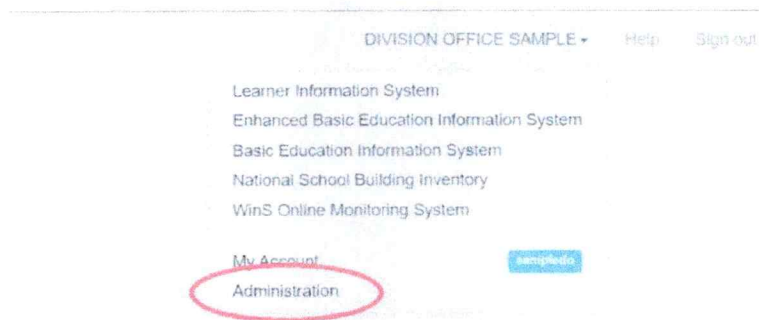
2.3. ASSIGNING THE WINS OFFICER/COORDINATOR ROLE

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.



2. Navigate to the Administration page.

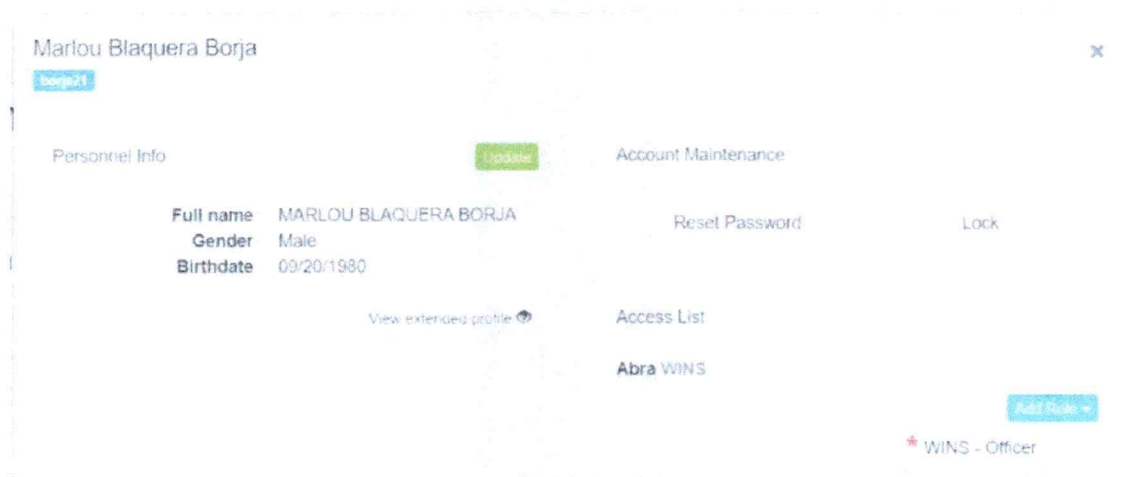


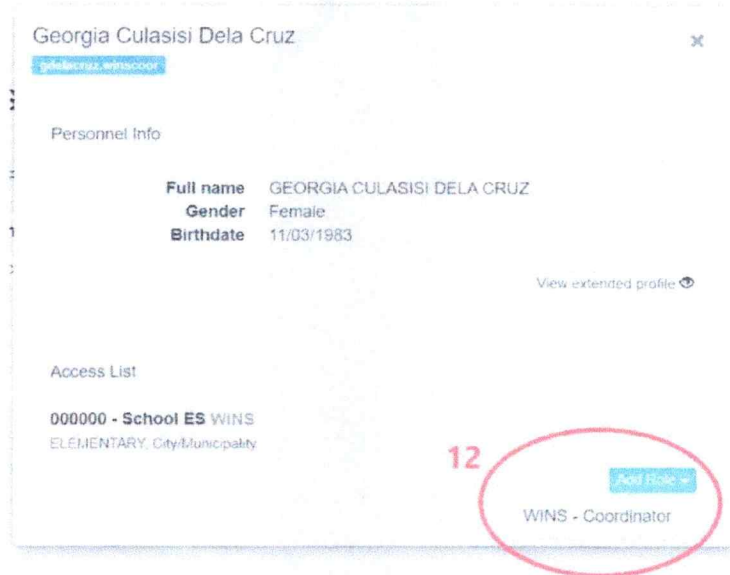
3. Click the Manage Personnel button.



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.





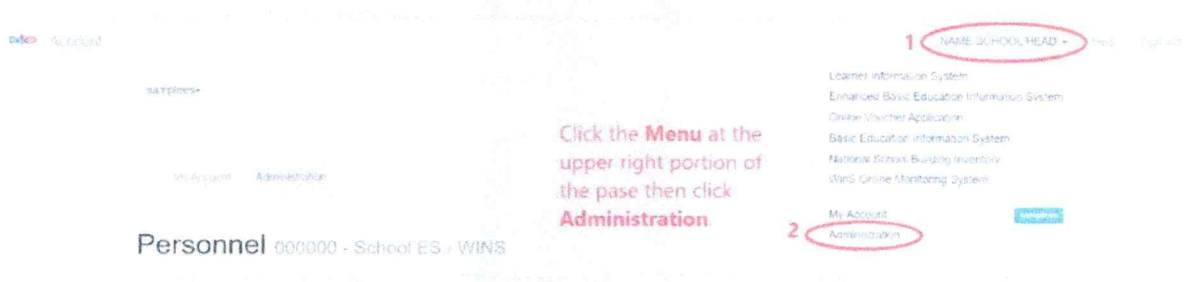
6. Click the close button once done.

2.4. CREATION OF NEW ACCOUNT FOR WINS E-OMS

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



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



Personnel 000000 - -Sample ES

Administration

Choose WINS to access user management facility for WinS system

Personnel 000000 - -Sample ES

School Head Representative

NAME SCHOOL HEAD

School System Admin

NAME SCHOOL KIT COORDINATOR

3. Click the **“Manage Personnel”** button.

Personnel Lookup 000000 - School ES - WINS

Search Record

Username or TIN

By Name

Search

- 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

Search

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.

Create a new record with the following details

First name

JOHNNY

Last name

DOE

New Record

7

fo

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: 105-100-1000

Quinto no

Plarido item no

8 **Create Account**

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

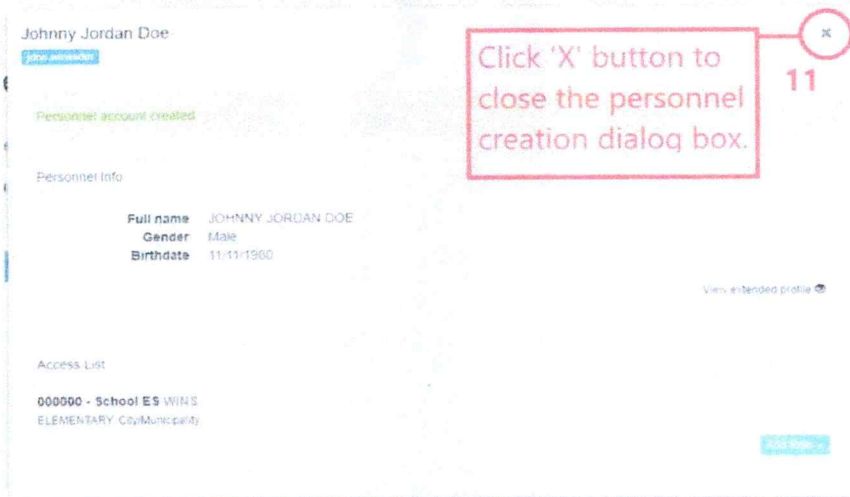
Account is required to enable access control
Provide usernames to create an account for this personnel

9 **Username**
jdoe.winsadm

Enter a unique username for the account.

10 **Create Account**

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



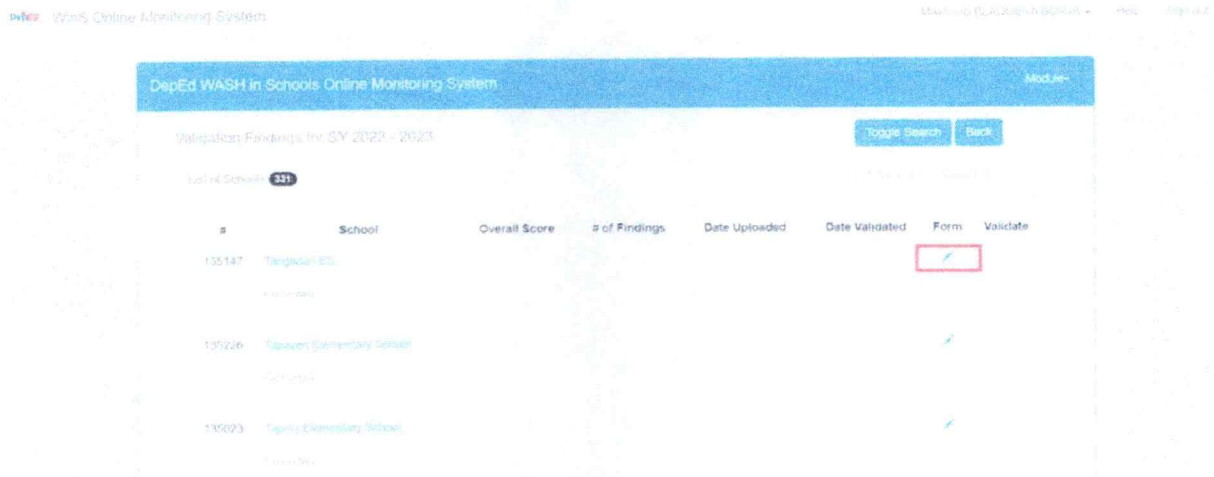
2.5. UPLOADING THE EXCEL-BASED ONLINE MONITORING FORM

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.

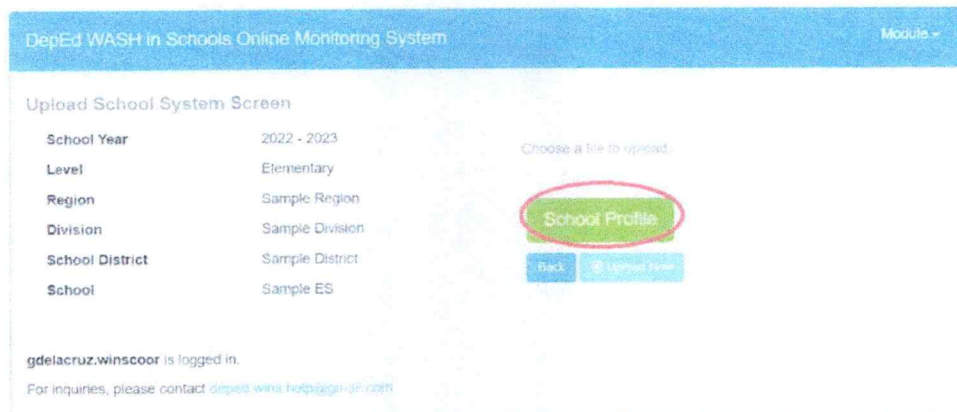
1. Assess the WinS enhanced Online Monitoring System using your issued account. On the upper right portion of the screen click the **Module** menu then click **Validation Findings**.



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



- 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.
- Click **Upload Now** button.



- 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.

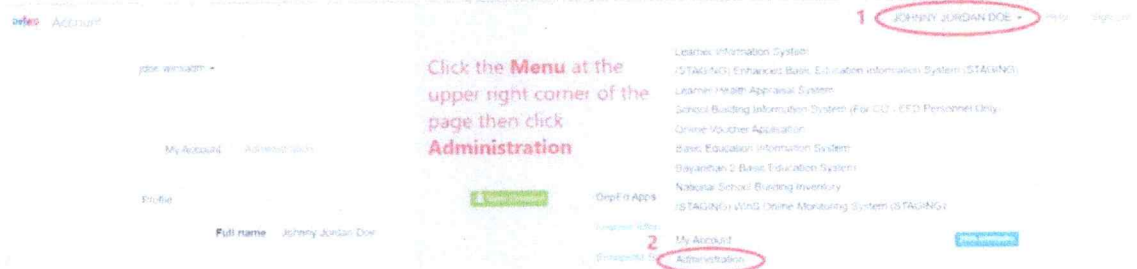
2.6. PASSWORD RESET MODULE

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

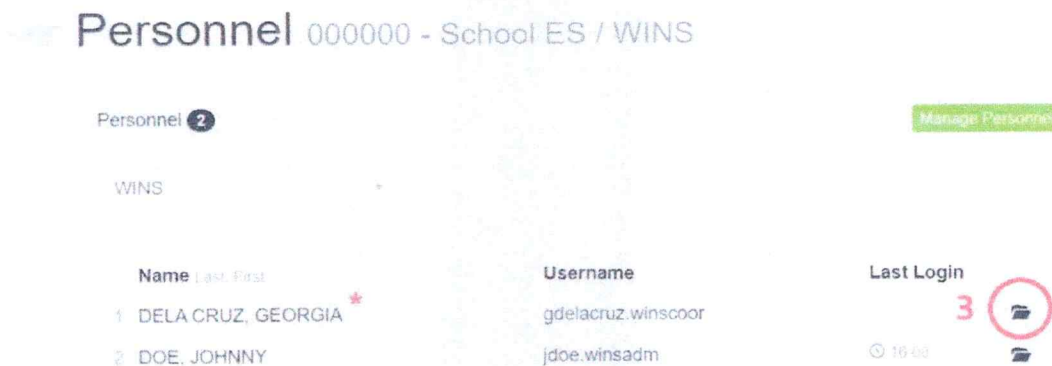
- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to ICT Officer

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.



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

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

Account Maintenance

Reset Password Lock

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.

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. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph .