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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2026-0057

To: Dr. Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent
Dr. Eduard C. Amoguis – Chief, Curriculum Implementation Division
All Concerned Public Schools District Supervisors
All Concerned School Heads
All Others Concerned

Subject: **GUIDELINES ON THE NATIONAL UPLOADING AND VALIDATION OF WASH IN SCHOOLS (WINS) PROGRAM MONITORING DATA THROUGH THE e-QMS SY 2025-2026**

Date: February 6, 2026

In line with the implementation and monitoring of the **Wash in Schools (WinS) Program for School Year 2025–2026**, this Memorandum is hereby issued to provide guidance on the **national uploading and validation of WinS monitoring data** through the **electronic Quality Management System (e-QMS)**.

The **national uploading of accomplished WinS monitoring forms** through the **Basic Education Information System (BEIS)** accessible via <https://beis.deped.gov.ph> for **DepEd Davao del Norte** shall commence on **February 09, 2026** and shall end on **February 16, 2026**.

Thereafter, the **validation of all uploaded WinS monitoring data** shall be conducted by the assigned **District and School Nurses** to ensure accuracy, completeness, and consistency of reported information. The results of the validation process shall be **consolidated and officially reported to the WinS Focal Person, Dr. Mercy M. Dela Cruz, R.N., on or before March 02, 2026**. For LIS concern kindly contact Ms. Suzanne Marie G. Dacuycuy, Planning Officer III and for uploading concern Mr. Paul Arsolon, ICT Officer II.

All concerned offices are enjoined to **strictly observe the prescribed timelines** to ensure the timely consolidation, validation, and nationwide reporting of WinS monitoring data.

In this connection, the following guidelines shall be strictly observed:

1. **Use of Latest Monitoring Forms**

Ensure that all downloaded WinS monitoring forms are the **latest version**, which includes the **School-Based Feeding Program (SBFP) indicator** requesting the **number of beneficiaries disaggregated by sex**.

2. **Official Basis for WinS Star Rating**

In case of any discrepancy between the results reflected in the **offline monitoring form** and the **uploaded monitoring data in the e-QMS**, the **uploaded report in the e-QMS** shall be



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considered the **official basis** the WinS star rating. The star rating indicated in the uploaded form shall prevail.

4. **Technical Issues and Uploading Concerns**

Any uploading interruptions or technical issues encountered shall be **coordinated directly with the ICTS–Systems Infrastructure Division (ICTS-SID)**. Should the ICTS-SID advise that system maintenance is required, the **Regional WinS Coordinators** shall be notified accordingly.

5. **File Copies**

After uploading, all schools shall **compile, update, and properly maintain complete WinS documentation from 2017 to present** in their respective **SBM Corner** in support of the **OKD–HLI Program implementation**. All records shall be **systematically organized under the appropriate** among the **six (6) OKD–HLI flagships** and shall be **readily available at all times** for monitoring, validation, audit, and program assessment purposes.

All concerned are directed to ensure the **accuracy, completeness, and timely submission** of WinS monitoring data in compliance with the prescribed schedule.

Enclosed is the DepEd No. 10, s, of 2016 for your perusal and ready reference.

For your guidance and **strict compliance**.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

EDUARD C. AMOGUIS, EdD
Curriculum Implementation Division Chief
In charge of the Division *✓ 6/10/20*



SGOD/SHS:mmd
FN: Submission of SBFP BLT-CK Midline Nutritional Status



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