



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY



August 11, 2025

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13 AUG 2025

9:00 b

**Division Memorandum**

No. 623, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 504, s. 2025 DIVISION ORIENTATION ON THE WASH IN SCHOOLS (WinS) PROGRAM AND THE USE OF THE ENHANCED ONLINE MONITORING SYSTEM (E-OMS) BASED IN THE THREE STAR APPROACH (TSA)**

To: Assistant Schools Division Superintendent  
District Supervisors  
All School Heads Elementary and Secondary Schools  
WINS Coordinators  
All others concerned

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This is to inform the field of the change in the schedule and venue of the activity stated in Division Memorandum No. 504, s. 2025, titled: "Division Orientation on the WASH in Schools (WinS) Program and the Use of the Enhanced Online Monitoring System (E-OMS) Based on the Three Star Approach (TSA)." The new schedule and venue of the said training are as follows:

New Date: September 3, 2025 (Wednesday)

New Venue: *Hotel de Fides, Tacloban City*

To ensure full and productive participation in the orientation, all participants are advised to:

- Coordinate with your respective School ICT Focal Person regarding the email address and password of the School Head for the creation of the appropriate role in the LIS WinS Program;
- Ensure that you have an electronic copy of the 2025 version of the WinS Monitoring Tool (Excel format) for reference during the training;
- Bring the following materials:
  - Laptop, Extension Wire and Backup Internet Connection (e.g., pocket Wi-Fi or data-loaded mobile hotspot)

Participants to this orientation shall include all School Heads (or designated WinS School Focal Person) from public elementary and secondary schools. Each school is required to send one (1) representative, preferably the School Head or designated WinS focal person. Confirmation of participation must be accomplished on or before August 18, 2025, through this link: <https://tinyurl.com/mt9t2wx2>

Expenses related to the conduct of the activity such as meals, venue, materials, and documentation shall be charged against WINS-PSF, subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired and strict compliance is enjoined.

*Sherlita A. Palma*  
**SHERLITA A. PALMA, EdD, CESO VI**  
Schools Division Superintendent



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