



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



Division Memorandum  
No. 664, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 623, 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  
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. 623, 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 30, 2025 (Tuesday)  
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 September 15, 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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