



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

DIVISION MEMORANDUM

DM OSGOD-HNU No. 100, s.2026

February 25, 2026

SIMULTANEOUS UPLOADING OF Wins (WASH IN SCHOOLS) DATA FOR SY 2025-2026, VALIDATION AND TECHNICAL ASSISTANCE PROVISION

TO : Chief Education Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisors / District In-Charge
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. To ensure proper validation of entries and to provide immediate technical assistance to schools, the **uploading of Wins Data shall be conducted simultaneously on-site at the Division Conference Room** on the Schedules dates:

MARCH 19, 2026 (Thursday)	AM	OQUENDO I OQUENDO II OQUENDO III
	PM	CALBAYOG I CALBAYOG II CALBAYOG III

MARCH 20, 2026 (Friday)	AM	TINAMBACAN I TINAMBACAN II TINAMBACAN III
	PM	CALBAYOG IV CALBAYOG V CALBAYOG VI

2. Attached in this Memorandum is the list of identified participants is attached as Enclosure No.1 while Enclosure No. 2 is the Matrix of the Activity. In case the School Head or listed participant is unavailable, the School Head shall designate an authorized representative in his/ her behalf. **Each School should be properly represented.** Participants are expected to have a copy of duly accomplished WinS Monitoring System for Schools for SY 2025-2026 and bring their own laptop and extension wire.

3. **Schools are likewise required to bring the corresponding Means of Verification (MOVs)** relative to their WinS report for validation purposes. The

MOVs shall be presented during the on-site activity to ensure accuracy, completeness and consistency of data encoded the e-OMS.

4. This initiative aims to facilitate real-time validation of data, address technical concerns encountered in the system, and provide technical assistance to the schools as needed.

5. This will serve as **Travel Order** of the Elementary and Secondary School WinS Coordinators or authorized representative.

6. Travel and other incidental expenses relative to the conduct of activity shall be charged against School MOOE subject to usual accounting and auditing rules and regulations.

7. All other provision stated in **Division Memorandum DM-ODGOD-HNU No. 054 s. 2026**, are still in effect.

8. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA Jr. PhD, CESO VI
Schools Division Superintendent *jm*



LIST OF PARTICIPANTS

Calbayog 1 District

School	School Head/ Participant	Position
Carayman Elementary School	Lea L. Jordan	P2
Caballero Elementary School	Jovie M. Bido	HT3
Cagbanayacao Elementary School	Jovie M. Bido /Authorized Representative	HT3
Cagboborac Elementary School	Rosalita G. Data	P1
Calucnayan Elementary School	Omar D. Comonical	TIC/T3
Carayman National High School	Christopher D. Salino	P1
Cogon Elementary School	Chona C. Valenzuela	P1
Higasaan Elementary School	Gerome C. Silva	TIC/T1
Himalandrog - Seven Hills Integrated School	Ma. Lourdes Babon	TIC/MT1
Mabini I Elementary School	Gerome C. Silva	TIC/T1
Naga Elementary School	Cresenciano B. Llego	HT2
Olera Elementary School	Omar D. Comonical /Authorized Representative	TIC/T3
Pinamurotan Integrated School	Herman T. Verano	TIC/T3
Rizal 1 Elementary School	Rosalita G. Data /Authorized Representative	P1
Salvacion Elementary School	Omar D. Comonical /Authorized Representative	TIC/T3

Calbayog 2 District

School	School Head/ Participant	Position
Calbayog Pilot Central Elementary School	Nova S. Gaspan	P3
Bagacay Integrated School	Luz T. Uy	P3
Cacaransan Elementary School	Marian G. Cui	HT3
Capoocan Elementary School	Danilo G. Mirales	HT3
Carmen Elementary School	Norman T. Cabugawan	P2
Dagum Elementary School	Cynthia D. Pagatpat	P1
Matobato Elementary School	Dr. Bonifacio P. Pondang	P3
Obrero Elementary School	Leona L. Yulo	P2
Pagbalican Elementary School	Marian G. Cui /Authorized Representative	HT3
Rawis Elementary School	Carmen Lourdes M. Tan	P2

Calbayog 3 District

School	School Head/ Participant	Position
Calbayog City SPED Center	Dioleriano Y. Cacait, Jr.	P3
Alibaba Elementary School	Jacinto D. Refuncion Jr.	HT1
Calbayog City National High School	Milaner R. Oyo-a	P4
Calbayog City Night High School	Maricel P. Alegria	HT1
Esperanza Elementary School	Randy A. Nable /Authorized Representative	TIC/T3
Guinbaoyan Norte Elementary School	Marcia C. Tocayon	HT2
Guinbaoyan Sur Elementary School	Emmalyn A. Tan	P2
Langoyon Elementary School	Randy A. Nable	TIC/T3
San Antonio Elementary School	Randy A. Nable /Authorized Representative	TIC/T3

San Jose Integrated School	Joey A. Catampo	P1
Sinantan Elementary School	Jacinto D. Refuncion Jr. /Authorized Representative	HT1
Tapae Elementary School	Ma. Salma L. Ortiz	TIC/T3
Villahermosa Elementary School	Gerardo L. Domayan	P1

Calbayog 4 District

School	School Head/ Participant	Position
Calbayog East Central School	Ma. Samila L. Advincula	P1
Bagong Lipunan Elementary School	Maricel G. Merencillo	HT2
Giragaan Elementary School	Leonida A. Siago	TIC/MT1
Guin-on Elementary School	Mary Jean P. Lim	TIC/MT1
Hamorawon Elementary School	Myrna J. Resulta	HT3
Hibatang Elementary School	Maricel G. Merencillo /Authorized Representative	HT2
La Paz Elementary School	Josephine G. Magbutay /Authorized Representative	HT1
Maybog Elementary School	Mary Jean P. Lim /Authorized Representative	TIC/MT1
Migara Elementary School	Josephine G. Magbutay	HT1
Migara National High School	Nelca L. Cababat	P1
Nijaga Elementary School	Crisanto T. Pacho	P2
Osmeña Elementary School	Josephine G. Magbutay /Authorized Representative	HT1
Palanogan Occ. Elementary School	Maria Gina G. Adizas	HT1
Palanogan Or. Elementary School	Maria Gina G. Adizas /Authorized Representative	HT1
Panonongon Elementary School	Marianita P. Bejasa /Authorized Representative	HT3
Patong - Happy Valley Integrated School	Felylou Colinares	TIC/T3
Tabawan Integrated School	Cynthia S. Tarrayo	P2
Victory Elementary School	Marianita P. Bejasa	HT3

Calbayog 5 District

School	School Head/ Participant	Position
San Policarpo Central School	Dr. Jaime E. Sagayap, Jr.	P3
Acedillo Integrated School	Rowena L. Oyo-a	P1
Bontay Elementary School	Dr. Lorna C. Ogawa	P3
Calbayog Arts & Design School of East. Visayas (CADSEV)	Samuel Repelente	TIC/MT2
Canjumadac Integrated School	Louie M. Termo	HT1
Dinawacan Elementary School	Bernardo J. Tahil, Jr	TIC/T2
Gabay Elementary School	Jaysam M. Casaljay /Authorized Representative	HT1
Gadgaran Integrated School	Dr. Myrna E. Coso	P2
Gelino Elementary School	Wilfredo A. Managaysay /Authorized Representative	HT1
Jimautan Elementary School	Julieta B. Monar	HT3
Looc Elementary School	Elisa M. Cambaya	HT1
Maysalong Elementary School	Jaysam M. Casaljay	HT1
Nag-uma Elementary School	Bernardo J. Tahil, Jr /Authorized Representative	TIC/T2
Navarro Elementary School	Dr. Lorna C. Ogawa /Authorized Representative	P3
Roxas I Elementary School	Julieta B. Monar /Authorized Representative	HT3
San Policarpo National High School	Romeo D. Castante	P4

Saputan Elementary School	Elisa M. Cambaya /Authorized Representative	HT1
Tanval Elementary School	Wilfredo A. Managaysay	HT1

Calbayog 6 District

School	School Head/ Participant	Position
Trinidad Central School	Zenaida C. Saavedra	P2
Anislag Elementary School	Rodrigo R. Ventures, Jr.	P2
Basud Integrated School	Norman E. Sagayap	P2
Buenavista Elementary School	Malvin D. Regulacion /Authorized Representative	TIC/T3
Cabadiangan Elementary School	Bernie J. Abing /Authorized Representative	HT1
Cagsalaosao Elementary School	Barbara C. Relampago	P1
Cahumpan Elementary School	Malvin D. Regulacion	TIC/T3
Calilihan Elementary School	Nelson A. Managaysay	HT1
Gasdo Elementary School	Nelson A. Managaysay	HT1
Jacinto Elementary School	Bernie J. Abing /Authorized Representative	HT1
Kili-Kili Elementary School	Nelson A. Managaysay	HT1
Limarayon Integrated School	Valentino D. Galban	P1
Lonoy Integrated School	Rafael M. Mente	HT1
Mancol Integrated School	Bernie J. Abing /Authorized Representative	HT1
Palanas Elementary School	Bernie J. Abing	HT1
Tigbe Elementary School	Malvin D. Regulacion /Authorized Representative	TIC/T3
Trinidad National High School	Wilma L. Reyes	P1

Oquendo 1 District

School	School Head/ Participant	Position
Oquendo Central School	Nimfa S. Doroja	P4
Begaho Elementary School	Leilani G. Apes	P1
Cabugawan Primary School	Bartolome R. Doroja /Authorized Representative	TIC/T3
Cagbilwang Elementary School	Bartolome R. Doroja	TIC/T3
Catabunan Elementary School	Wilfredo R. Tozon /Authorized Representative	HT3
Dinagan Elementary School	Wilfredo R. Tozon	HT3
Libertad Elementary School	Alma T. Pajarito /Authorized Representative	P1
Longsob Elementary School	Sara B. Demit /Authorized Representative	P1
Mabini II Integrated School	Benjie A. Beduya	HT 2
Nabang Elementary School	Berly C. Manzanero /Authorized Representative	HT3
Oquendo National High School	Maria Luz C. Murillo	P2
Rizal II Elementary School	Sara B. Demit	P1
Sinidman Occ. Elementary School	Berly C. Manzanero	HT3
Sinidman Or. Elementary School	Alma T. Pajarito	P1

Oquendo 2 District

School	School Head/ Participant	Position
Tarabucan Central School	Lindy Lou J. Ayong	P2
Alang-Alang Elementary School	Jeffrey D. Llaneta	TIC/T3
Baja Elementary School	Dondon S. Ale /Authorized Representative	TIC/MT1
Cabacungan Elementary School	Rhuel R. Yongotngot	P1

Cabichan Integrated School	Jonard M. Monsanto	TIC/T2
Cag-Anahaw Elementary School	Sol T. Abad /Authorized Representative	P1
Cagbayang Integrated School	Lorna T. Malto	P1
Capacuhan Elementary School	Nerefe B. Eclipse	P1
Caybago Elementary School	Arnulfo L. Abellar	P1
De Victoria Elementary School	Monalyn G. Sarmiento	TIC/T3
Dinabongan Elementary School	Rhuel R. Yongotngot /Authorized Representative	P1
Hibabngan Elementary School	Merlinda D. Elbano /Authorized Representative	P2
Hibuhatan Elementary School	Nerefe B. Eclipse /Authorized Representative	P1
Lapaan Integrated School	Enrico G. Tomalon	TIC/T3
Mag-Ubay Elementary School	Dondon S. Ale	TIC/MT1
Mag-Ubay National High School	Ma. Rona L. De Los Reyes	HT1
Obo-ob Elementary School	Merlinda D. Elbano	P2
Panoypoy Integrated School	Sheryl Jean M. Garcia	TIC/T3
Quezon Elementary School	Jeffrey D. Llaneta /Authorized Representative	TIC/T3
San Isidro Elementary School	Monalyn G. Sarmiento /Authorized Representative	TIC/T3
San Rufino Elementary School	Sol T. Abad	P1
Talahiban Elementary School	Merlinda D. Elbano /Authorized Representative	P2
Tarabucan National High School	Carlo Doinog	TIC/MT1

Oquendo 3 District

School	School Head/ Participant	Position
Pilar Elementary School	Lope D. Locaya	P2
Bayo Elementary School	Josephine T. Silva	TIC/T3
Cabatuan Elementary School	Sonia M. Cuizon	HT3
Cabatuan National High School	Normel John A. Manuales	HT2
Cag-anibong Elementary School	Elizabeth T. Domanog	TIC/T3
Dawo Integrated School	Nicolas B. Tarrayo, Jr.	HT1
Macatingog Integrated School	Blesildo A. Orquin	P1
Mantaong Elementary School	Sonia M. Cuizon /Authorized Representative	HT3
Manuel Barral Sr. Elementary School	Elizabeth T. Domanog /Authorized Representative	TIC/T3
Mawacat Integrated School	Maria Teresa D. Macabidang	P2
Panlayahan Elementary School	Kristian Aldrin B. Cruda	HT1
Pilar National Agricultural High School	Rolando M. Laco	P2
Roxas II Elementary School	Jaysson A. Allilita	TIC/T3
Sigo Elementary School	Geraldine P. Sumbise	MT2

Tinambacan 1 District

School	School Head/ Participant	Position
Tinambacan Central School	Michael V. Pernia	P3
Amampacang Elementary School	Maychie T. Batulat	HT3
Bante Elementary School	Adora P. Montañez	HT3
Danao I Elementary School	Merardo S. Comayingking	HT2
Malajog Integrated School	Danilo S. Jadulco	TIC/MT1
Malopalo Elementary School	Merlita C. Añora	HT3
Marcatubig Elementary School	Eliseo A Sintos	P2

R. Lentejas Mem. School Of Fisheries	Emelie O. Tarrayo	P3
Salhag Elementary School	Janice B. Jose	HT2
Tomaligues Integrated School	Virginia A. Millares	P2

Tinambacan 2 District

School	School Head/ Participant	Position
San Joaquin Central School	Nieves C. Javines	P2
Baay Elementary School	Loridel L. Obinguar	HT2
Bantian Elementary School	Paulete G. Ayong	HT1
Binaliw Elementary School	Arsenio A Sintos, Jr.	P2
Cagnipa Elementary School	Zarrah V. Allego	HT3
Cag-olango Elementary School	Cesil S. Collamar	TIC/MT2
Manguino-o Elementary School	Robirth M. Ornopia	TIC/MT1
San Joaquin National High School	Rinalyn C. Beso	TIC/MT1
San Joaquin NHS - Manguino-o Annex School	Lilia S. Adel	HT1

Tinambacan 3 District

School	School Head/ Participant	Position
Malaga Central School	Maria Rose B. Ibajo	P2
Bugtong Elementary School	Normel C. Galias	HT1
Caglanipao Sur Integrated School	Herminia S. Balanay	HT3
Cagmanipis Norte Integrated School	Fernando P. Medrina	P1
Cagmanipis Sur Elementary School	Alma L. Rojas	HT3
Cangomaod Elementary School	Langie Boy C. Enriquez	P1
Danao II Elementary School	Langie Boy C. Enriquez /Authorized Representative	P1
Malaga National High School	Ma. Liza T. San Pedro	HT4
Malayog Elementary School	Maximo T. Pacho, Jr.	HT2
Peña I Elementary School	Michael S. Buenaventura	P1
Pena I National High School	Sonia Cupla	HT2
Peña II Elementary School	Langie Boy Enriquez /Authorized Representative	P1
Tinaplacan Elementary School	Lolita M. Labian	HT2

TWG	
SDS	Margarito A. Cadayona PhD, CESO VI
ASDS	Jun-Nilou D. Dulfo PhD
OIC SGOD Chief	Avelina P. Tupa, EdD
CID Chief	Renato S. Cagomoc EdD, DM
Medical Officer IV	Arlene C. Catalam MD
Dentist II	Susana S. Queroljico, DMD
Nurse II	Patria G. Lapara, RN
Nurse II	Ma. Benjie B. Ortiz, RN
Nurse II	Ma. Bella .B.Ortiz, RN
Nurse II	Nikki Ivy S. Dollado
Nurse II	Sophia C. Monteron
Nurse II	Adrian Marie C. Nuevo
Technical Assistant - I	Lenlyn A. Tan
Technical Assistant - I	Ken S. Camilon

**Simultaneous Uploading of WinS (WASH in Schools) Data for SY 2025-2026,
Validation and Technical Assistance Provision**

MATRIX OF THE ACTIVITY		
March 19, 2026 (AM) Participants: 51 (Oquendo 1, 2 & 3 Districts) March 20, 2026 (AM) Participants: 32 (Tinambacan 1, 2 & 3 Districts) Facilitators & support staff: 14		
TIME	ACTIVITY/TOPIC	RESPONSIBLE PERSON
7:30 - 8:10 AM	Arrival and Attendance/ log-in	HNS support staff
8:10 - 9:00 AM	Preliminaries: Tribute to God Tribute to Nation	Audio Visual Presentation
	Attendance check	Patria G. Lapara <i>Nurse II</i>
	Welcome Remarks	Dr. Avelina P. Tupa <i>OIC-SGOD Chief</i>
	Message	Margarito A. Cadayona, Jr. PhD, CESO IV <i>Schools Division Superintendent</i>
Program Implementation Proper		
9:00 - 9:20 AM	Session 1: Reorientation on the WinS Uploading Guidelines	Nikki Ivy S. Dollado <i>Nurse II</i>
9:20 - 10:00 AM	Session 2: Guided accomplishment of WinS Form	Adrian Marie C. Nuevo <i>Nurse II</i>
10:00 - 10:15 AM	HEALTH BREAK	
10:15 - 10:45 PM	Session 3: Systems Navigation and Simultaneous WinS Data Uploading	Garry H. Ballon <i>ITO</i>
10:45 - 11:30 AM	Validation of Uploaded Reports/ Final Checking	Nurses
11:30 - 12:00 PM	Closing message and Next Steps	Dr. Arlene C. Catalan <i>Medical Officer III</i>

MATRIX OF THE ACTIVITY

March 19, 2026 (PM)
 Participants: 28 (Calbayog 1, 2 & 3 Districts)
 March 20, 2026 (PM)
 Participants: 53 (Calbayog 4, 5 & 6 Districts)
 Facilitators & support staff: 14

TIME	ACTIVITY/TOPIC	RESPONSIBLE PERSON
12:30 - 1:10 PM	Arrival and Attendance/ log-in	HNS support staff
1:10 - 1:20 PM	Preliminaries: Tribute to God Tribute to Nation	Audio Visual Presentation
	Attendance check	Patria G. Lapara <i>Nurse II</i>
	Welcome Remarks	Dr. Avelina P. Tupa <i>OIC-SGOD Chief</i>
	Message	Margarito A. Cadayona, Jr. PhD, CESO IV <i>Schools Division Superintendent</i>
Program Implementation Proper		
2:00 - 2:20 PM	Session 1: Reorientation on the WinS Uploading Guidelines	Nikki Ivy S. Dollado <i>Nurse II</i>
2:20 - 3:00 PM	Session 2: Guided accomplishment of WinS Form	Adrian Marie C. Nuevo <i>Nurse II</i>
3:00 - 3:15 PM	HEALTH BREAK	
2:15 - 3:45 PM	Session 3: Systems Navigation and Simultaneous WinS Data Uploading	Garry H. Ballon <i>ITO</i>
3:45 - 4:30 PM	Validation of Uploaded Reports/ Final Checking	Nurses
4:30 - 5:00 PM	Closing message and Next Steps	Dr. Arlene C. Catalan <i>Medical Officer III</i>