



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 11, 2024

**REGIONAL MEMORANDUM**

No. **421** s.2024

**DOWNLOADING OF TRAVEL FUNDS FOR THE NATIONAL  
CONFERENCE OF REGIONAL AND DIVISION COORDINATORS OF THE  
WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WinS)  
PROGRAM**

To: School Division Superintendents  
SGOD Chiefs  
SDO WinS Coordinators  
All Others Concerned

1. Attached Memorandum signed by Atty. Suzette Gannaban-Medina Officer In-charge Directir IV BLSS and Learners Right and Protection Office the issuance of SUB-ARO for the downloading of transportation expenses of the participants of the National Conference of the Regional and Division Coordinators of the WATER, SANITATION and HYGIENE (WASH) IN SCHOOLS (WinS) Program dated March 26,2024 Memorandum ATC 2024-CO-00148.
2. SUB-ALLOMENT RELEASE ORDER NO. OSEC-824-2481 purpose to cover travel expenses in connection with the conduct of National Conference of Regional and Division Coordinators of WinS to be held in Bohol (Venue to be announce) on April 22-26, 2024
3. The participants to this activity are the following:

Office	Name	Amount
Regional Office	Elmer Albert E. Cuevas	7,800.00
	Mikko M. Duero	7,800.00
Baybay City	Jireh Jan A. Gulayan, RN	7,800.00
Biliran	Myra M. Ocampo, RN	7,800.00
Borongan City	Verneal Alvin Ken C. Ana, MD	7,800.00
	Esther Julie Barte, DMD	7,800.00
Calbayog City	Nikki Ivy S. Dollado, RN	7,800.00
Catbalogan City	Marilyn Cuna-Arandia, RN	7,800.00
Eastern Samar	Emelia V. Tagab, RN	7,800.00
Leyte	Daniel Keith O. Malquisto, RN	7,800.00
Maasin City	Caris Marie Fabel T. Arradaza	7,800.00



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738


Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

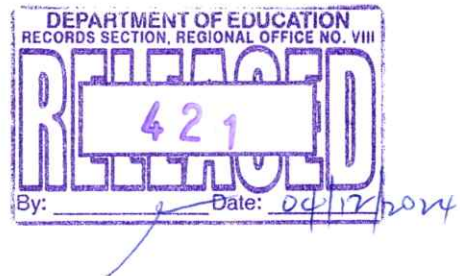
Doc. Ref. Code	ESSD-F004	Rev	00
Effectivity	2.23.23	Page	1 of 2

Northern Samar	Nilma S. Regulation, RN	7,800.00
Ormoc City	Dece A. Yabo III, DMD	7,800.00
Samar	Princess R. Aparis	7,800.00
Southern Leyte	Maria Liza C. Garvez, RN	7,800.00
Tacloban City	Lyra Ruth Macatimpag	7,800.00

4. Any shortage of funds is requested to be charge to local funds subject to the usual accounting and auditing rules and regulation.
5. For more information please contact Dr. Elmer Albert E. Cuevas, Regional Supervising Dentist through email at [elmer.cuevas@deped.gov.ph](mailto:elmer.cuevas@deped.gov.ph) or CP No. 09338621409
6. Immediate dissemination of this Memorandum is desired.

  
**RONELO AL K. FIRMO**  
 Director III  
 Office-In-Charge  
 Office of the Regional Director

Enclosures:  
References:





Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

OFFICE OF THE DIRECTOR

**MEMORANDUM**

TO : *4/1*  
**CHOLITA F. TIONG**  
Chief Administrative Officer  
Budget Division

FROM : *Gannaban-Medina*  
**ATTY. SUZETTE T. GANNABAN-MEDINA**  
Officer in Charge, Director IV  
BLSS and Learner Rights and Protection Office

SUBJECT : **REQUEST FOR ISSUANCE OF SUB-ARO FOR THE DOWNLOADING OF TRANSPORTATION EXPENSES OF THE PARTICIPANTS AT THE NATIONAL CONFERENCE OF THE REGIONAL AND DIVISION COORDINATORS OF THE WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM**

DATE : March 26, 2024



This is to respectfully request for the issuance of Sub-ARO for the downloading of funds to the Regional Offices for the transportation expenses of the participants to the National Conference of the Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program scheduled on April 22-26, 2024 as follows:

Region	Amount
Region I	243,200.00
Region II	159,600.00
Region III	294,400.00
Region IV-A	336,440.00
Region IV-B	129,400.00
Region V	196,800.00
Region VI	360,360.00
Region VII	77,280.00

Region	Amount
Region VIII	124,800.00
Region IX	172,900.00
Region X	184,620.00
Region XI	187,040.00
Region XII	146,300.00
Caraga	169,500.00
CAR	167,180.00
NCR	236,360.00

Attached is the approved original copy of the Authority to Conduct for ready reference.

Thank you.

*00956*



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 632-9935; (02) 8635-3763 | Email Address: blss.od@deped.gov.ph

*156*



Republic of the Philippines  
**Department of Education**

14 February 2024

MEMORANDUM  
**ATC-2024-CO-00148**

FOR : *Escobedo*  
**Atty. REVSEE A. ESCOBEDO**  
 Undersecretary for Operations

THRU : *Galban*  
**Dr. DEXTER A. GALBAN**  
 Assistant Secretary for Operations

FROM : *Gannaban-Medina*  
**Atty. SUZETTE T. GANNABAN-MEDINA**  
 Officer-in-Charge and Director IV  
 Bureau of Learner Support Services and Learner Rights  
 and Protection Office

SUBJECT : **AUTHORITY TO CONDUCT THE NATIONAL  
 CONFERENCE OF THE REGIONAL AND DIVISION  
 COORDINATORS OF THE WATER, SANITATION  
 AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM**

AC-24-BLSS-SHD-LSP-1500 BGN 289  
 ₱ 00,000,000.00 (cont.) ₱ 6,707,720  
**ALLOTMENT AVAILABLE**  
*Cholita F. Hong*  
**CHOLITA F. HONG**  
 Chief Administrative Officer  
 Budget Division

NAME OF PROGRAM(S)/PROJECT(S)	<b>WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM</b>		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-24-BLSS-SHD-LSP-P012	No. of Policy Recommendation/s drafted	1
	ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity
	AC-24-BLSS-SHD-LSP-P025	Conduct of the National Conference of the Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program	

ATC 149

ACTIVITY/IES WITH DOWNLOADING	<ul style="list-style-type: none"> <li>The travelling expenses of the participants will be downloaded to the respective Offices of participants through their Regional Offices amounting to <b>P3,186,180.00</b></li> <li>Details are as follows:</li> </ul> <table border="1" data-bbox="502 504 949 1077"> <tr><td>Region I</td><td>243,200.00</td><td>2473</td></tr> <tr><td>Region II</td><td>159,600.00</td><td>2474</td></tr> <tr><td>Region III</td><td>294,400.00</td><td>2475</td></tr> <tr><td>Region IV-A</td><td>336,440.00</td><td>2476</td></tr> <tr><td>Region IV-B</td><td>129,400.00</td><td>2477</td></tr> <tr><td>Region V</td><td>196,800.00</td><td>2478</td></tr> <tr><td>Region VI</td><td>360,360.00</td><td>2479</td></tr> <tr><td>Region VII</td><td>77,280.00</td><td>2480</td></tr> <tr><td>Region VIII</td><td>124,800.00</td><td>2481</td></tr> <tr><td>Region IX</td><td>172,900.00</td><td>2482</td></tr> <tr><td>Region X</td><td>184,620.00</td><td>2483</td></tr> <tr><td>Region XI</td><td>187,040.00</td><td>2484</td></tr> <tr><td>Region XII</td><td>146,300.00</td><td>2485</td></tr> <tr><td>Region XIII (Caraga)</td><td>169,500.00</td><td>2486</td></tr> <tr><td>CAR</td><td>167,180.00</td><td>2487</td></tr> <tr><td>NCR</td><td>236,360.00</td><td>2488</td></tr> </table>	Region I	243,200.00	2473	Region II	159,600.00	2474	Region III	294,400.00	2475	Region IV-A	336,440.00	2476	Region IV-B	129,400.00	2477	Region V	196,800.00	2478	Region VI	360,360.00	2479	Region VII	77,280.00	2480	Region VIII	124,800.00	2481	Region IX	172,900.00	2482	Region X	184,620.00	2483	Region XI	187,040.00	2484	Region XII	146,300.00	2485	Region XIII (Caraga)	169,500.00	2486	CAR	167,180.00	2487	NCR	236,360.00	2488	<p><b>Atty. MICHAEL WESLEY T. POA</b> Chief of Staff and Officer-in-Charge, Office of the Undersecretary for Finance</p> <p><i>[Signature]</i> <b>ANNALYN M. SEVILLA</b> Undersecretary Finance</p>
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JUSTIFICATION (for ATC only)	<p>1. This activity is indicated in the LSP's Work and Financial Plan (WFP) for FY 2024 Continuing Fund. WFP is not yet signed due to the high-level review and deliberation of indicative WFPs. There is an urgent need to conduct this activity as the deadline of downloading is on March 15, 2024 hence, ATC is resorted to.</p>																																																	
FINANCIAL REQUIREMENTS	<table border="1" data-bbox="502 1489 1418 1635"> <thead> <tr> <th>Activity Code</th> <th>Amount in WFP</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr> <td>AC-24-BLSS-SHD-LSP-P025</td> <td>P6,707,720.00</td> <td>P6,707,720.00</td> </tr> <tr> <td colspan="2"><b>Grand Total</b></td> <td><b>P6,707,720.00</b></td> </tr> </tbody> </table>			Activity Code	Amount in WFP	Amount Requested	AC-24-BLSS-SHD-LSP-P025	P6,707,720.00	P6,707,720.00	<b>Grand Total</b>		<b>P6,707,720.00</b>																																						
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SOURCE OF FUNDS	LSP 2024 Continuing Funds																																																	
ADMINISTRATIVE ARRANGEMENTS	<p>1. Participants to the National Conference of the Regional and Division Coordinators of the WinS Program are the <b>Regional Medical Officers</b> and <b>Regional Supervising Dentists</b>, and <b>Regional IT Officers</b>; all <b>Division WinS coordinators</b>; <b>5 school-level representatives from the four (4)</b></p>																																																	

regions with SOE awardees (regions I [1], VI [2], IX [1], CAR [1]); representatives from DepEd CO (OUOPS, OASOPS, BLSS-OD, BLSS-SHD, ICTS, PAS, EPS); WinS Partners/Members of the National TWG Members (GIZ, UNICEF, Save the Children Philippines); and resource persons (DOH and FOODSHAP).

2. Said activity will be held on **April 22-26, 2024** within Region VII.
3. The travel expenses and board and lodging of the participants, resource persons, and DepEd CO personnel, supplies & materials, and contingencies shall be charged against LSP 2024 Continuing funds.
4. Travel expenses amounting to **Php 3,186,180.00** of the participants are requested to be downloaded to their respective regions. **Dr. Maria Corazon C. Dumlao** or **Felicidad Iligan**, Disbursing Officers are requested to draw cash advance amounting to **Php 140,300.00** to defray the travel expenses of the WinS partners, supplies and materials, and contingencies with details below:

<b>Tokens</b>	37,500.00
<b>Supplies and Materials</b>	97,800.00
<b>Contingencies</b>	5,000.00

5. The direct payment amounting to **Php 3,381,240.00** is requested for the payment of board and lodging and TEV of the following participants with the details below:

<b>Participants</b>	<b>Amount</b>
<b>Board and Lodging</b>	3,100,000.00
<b>DepEd</b>	
OUOPS	24,880.00
OASOPS	24,880.00
BLSS-OD	24,880.00
BLSS-SHD	99,520.00
ICTS	37,320.00
PAS	24,880.00
EPS	24,880.00
<b>Honoraria of Resource Persons</b>	20,000.00

**ANNEXES**

1. Bulletin of Information
2. Budget Estimates
3. List of Supplies
4. Work and Financial Plan for FY 2024 Continuing Funds

All expenses incurred in this activity are subject to the usual accounting and auditing rules and regulations.

**NATIONAL CONFERENCE OF THE REGIONAL AND DIVISION COORDINATORS OF  
THE WATER, SANITATION AND HYGIENE (WASH) IN SCHOOLS (WINS) PROGRAM**

*Region VII | April 22-26, 2024*

**BULLETIN OF INFORMATION**

**I. BACKGROUND**

Since the release of the WinS Policy or DepEd Order No. 10, s. 2016 titled Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program issued last 19 February 2016, we have seen and acknowledged the strides and milestones in the Water, Sanitation, and Hygiene (WASH) in Schools (WinS) program. In fact, for the past 5 years, the Philippines is making significant improvements in WinS program as participating schools continue to increase and comply with the five crucial indicators required for schools to reach at least a star level as reflected in the Online Monitoring System.

In challenging times, i.e., COVID-19 Pandemic, DepEd's position is founded on an enabling environment that we have strengthened both at the national and sub-national levels. This enabling environment is anchored on standards in the National WASH in Schools Policy, operationalized through the incremental approach of the WinS Three Star Approach and the WinS Online Monitoring System, and applied through the Schools Based Management Approach.

DepEd Memorandum 194, series of 2018 or the Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program) paves the way for the institutionalization of the Three Star Approach (TSA), as an integrated system to support monitoring, quality assurance and performance recognition. The WinS TSA is established to put premium to both the improvement efforts of the school community as well as the results of these efforts.

Participation in WinS TSA monitoring has increased substantially over the three-year monitoring period, with a 10% increase (about 5,000 schools) each year. The corresponding percentages increased from 65.6% in SY 2017-2018 to 74.4% in SY 2018-2019 to around 93% in the most recent monitoring in 2021.

The leadership at the regional level is crucial in ensuring that the WinS program is effectively and efficiently implemented in the field following the standards, especially now that the world faces a global health crisis as COVID-19 and other communicable diseases continue to pose a threat affecting people across human dimensions. Hence, capacitating them on the monitoring and evaluation component of the WinS program is critical in *ensuring a program that is responsive with or without a pandemic.*

**II. OBJECTIVES**

The activity aims to:

- a. highlight updates on the implementation of the WinS program;
- b. capacitate/train the regional and division WinS coordinators on enhanced Online Monitoring System (e-OMS);
- c. provide an avenue for learning exchanges;

- d. share and highlight the best practices of schools in the implementation of the WinS program; and
- e. provide means for other regions to elevate the way the WinS program is implemented in their respective locality.

### III. PARTICIPANTS

Participants in the region are the following:

- Regional Medical Officers
- Regional Supervising Dentists
- Regional IT Officers
- All Schools Division WinS coordinators
- 5 school-level representatives from the four (4) regions with SOE awardees (regions I [1], VI [2], IX [1], CAR [1])
- Representatives from DepEd CO (OUOPS, OASOPS, BLSS-OD, BLSS-SHD, ICTS, PAS, EPS)
- WinS Partners/Members of the National TWG Members (GIZ, UNICEF, Save the Children Philippines)
- Resource persons (DOH and FOODSHAP).

#### TARGET NUMBER OF PARTICIPANTS

Region	# of SDOs	Regional WinS Coordinators	Regional IT Officers	Representatives from select SOE Schools	Total Regional Pax
I	14	3	1	1	19
II	9	2	1		12
III	20	2	1		23
IV-A	23	2	1		26
IV-B	7	2	1		10
V	13	2	1		16
VI	21	2	1	2	26
VII	20	2	1		23
VIII	13	2	1		16
IX	8	3	1	1	13
X	14	2	1		17
XI	11	2	1		14
XII	8	2	1		11
Caraga	12	2	1		15
CAR	8	3	1	1	13
NCR	16	2	1		19
<b>BARMM</b>	<b>11</b>	<b>2</b>	<b>1</b>		<b>14</b>
<b>Total</b>	<b>217</b>	<b>35</b>	<b>16</b>	<b>5</b>	<b>287</b>
<b>DepEd</b>					<b>20</b>
OUOPS					2



OASOPS				2
BLSS-OD				2
BLSS-SHD				8
ICTS				2
PAS				2
EPS				2
<b>WinS Partners</b>				<b>16</b>
GIZ				6
UNICEF				5
Save the Children				5
<b>Resource Persons</b>				<b>2</b>
DOH				1
FoodSHAP				1
<b>TOTAL:</b>				<b>325</b>

#### IV. DATE AND VENUE

The activity will be held on April 22-26, 2024 within Region VII.

Check-in : April 22, 2024 (Monday) at 10:00am with AM snacks as the first meal  
 Check-out : April 26, 2024 (Friday).

#### VI. PROGRAM OF ACTIVITIES

(Please see attached Annex 3)

#### VII. FINANCIAL REQUIREMENTS

Travel expenses, supplies & materials, meals of the participants and payment for the rental of hired vans for school visits for learning exchanges, and contingencies shall be charged against School Health Division Learner Support Fund FY 2023. Board and lodging of DepEd participants will be shouldered by UNICEF.

Supplies and materials amounting will be downloaded to region VI while the TEV of participants will be downloaded to their respective regional offices subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines  
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2023

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA229 200000100006000 - Continuing Appropriations Learner Support Programs		<b>REFERENCE:</b> FY 2023 GAAAO dated 01/03/2023	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-8-24-2481
		<b>LEGAL BASIS:</b> Republic Act No. 11936 - FY 2023 GAA	<b>DATE:</b> 02-Apr-24
<b>FUND CODE:</b> 01102101	<b>ORGANIZATION CODE:</b> 070010100000		<b>FISCAL YEAR:</b> FY 2024
<b>PURPOSE:</b> <i>To cover expenses in connection with the conduct of the National Conference of the Regional and Division Coordinators of the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program.</i>			
<b>To:</b> The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008		Region : 8	
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Training Expenses		MOOE 5020201002	124,800.00
<b>AMOUNT IN WORDS:</b> *** One Hundred Twenty Four Thousand Eight Hundred Pesos Only ***			<b>Total:</b> <u>124,800.00</u>
<b>NOTE:</b> The MOOE or CO allotment herein sub-alloted are valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

  
CHOLITA F. TIONG  
Chief Administrative Officer  
Budget Division

APPROVED:

  
ANNALYN M. SEVILLA  
Undersecretary for Finance