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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




29 April 2024

Regional Memorandum
No. 305 s. 2024

**ADJUSTED TIMELINE FOR THE WASH IN SCHOOLS (WINS)
RECOGNITION PROCESS FOR THE AWARDING OF SEAL
OF EXCELLENCE 2024**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum 269 s. 2024¹, this Office through the Education Support Services Division School Health Unit issues the adjusted timeline for the Recognition Process for Seal of Excellence Awards herewith attached.
2. Other particulars in the aforementioned Regional Memorandum remain in effect.
3. For questions or clarifications, please contact Dr. Pearl Oliveth S. Intia, Medical Officer IV at pearl.intia@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *amf*

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¹ CALABARZON Wash in Schools WinS Technical Working Group Reconstitution And Recognition Process For The Awarding Of Seal Of Excellence 2024



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Certificate No. PHP QMS
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Enclosure B: Process and Timeline for CALABARZON Wash in Schools Recognition Award for Schools who reached 3 Star Rating (given to Schools who have reached 75-100% of the WinS indicators, awarded by the Regional Director)

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe/ Remarks
1. Self-nomination	School	Any Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023)	SDO receives school self-nomination	Before April 17, 2024
2. Validation of 3-star rating	SDO	<ul style="list-style-type: none"> • Results Validation • List of Qualified Schools 	Data of the nominee are validated	Before April 17, 2024
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> • Endorsement letter by SDS to RD • List of nominated Schools • Video Supporting SAF • Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023) 	RO receives lists of School nominees by Uploading to the Designated One Drive*	May 9, 2024 (Thursday)
4. Review of qualified nominees/Validation	RO	<ul style="list-style-type: none"> • Results of Validation • List of qualified nominees 	Nominees are validated	May 13-29, 2024 (15 working days)
5. Collation of results and final checking	RO	<ul style="list-style-type: none"> • List of Recognition Awardees • Recognition Award Certificate 	List of Recognition Awardees	May 30-June 6, 2024

1. All documents submitted should be properly labeled (SDO-School name) and uploaded to one drive <https://bit.ly/R4AWINSRecog> Recognition Award Nominee 2024 folder under your specific SDO subfolder
2. Each school documents placed in a separate folder

3. Documents to be submitted electronically are:
 - a. School Self-Assessment Form covering any year 2020-2023
 - b. Video presentation or pictures following the sequence of the Self-Assessment Form, with the number of indicators properly indicated in the video or picture (mp4 format, maximum of 5 minutes)
 - c. List of nominated schools with checklist of documents enclosed signed by the Schools Division Superintendent.
 - d. School details filled out in the 2024 List of Nominees WinS Awards Microsoft sheet
4. SDO WinS focal persons to ensure the correctness and completeness of documents.

Enclosure C: Process and Timeline for CALABARZON Wash in Schools Recognition Award for the Awarding of the Seal of Excellence 2024 (awarded to a school that has maintained its 3-star rating for at least 3 consecutive years, awarded by the Central Office)

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe /Remarks
1. Self-nomination	School	All Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023)	SDO receives school self-nomination	Before April 17, 2024
2. Validation of 3-star rating for 3 consecutive years	SDO	<ul style="list-style-type: none"> • Results Validation • List of Qualified Schools 	Data of the nominee are validated	Before April 17, 2024
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> • Endorsement letter by SDS to RD List of nominated Schools • Video Supporting SAF 	RO receives lists of School nominees by Uploading to the Designated One Drive*	May 9, 2024 (Thursday)
4. Review of qualified nominees/Validation	RO	<ul style="list-style-type: none"> • Results of validation • List of qualified nominees 	Nominees are validated	May 13-29, 2024 (15 working days)
5. Collation of results and final checking	RO	<ul style="list-style-type: none"> • List of Seal of Excellence Nominees 	List of Seal of Excellence Nominees	May 30-June 6, 2024

1. All documents submitted should be properly labeled (SDO-School name) and uploaded to one drive <https://bit.ly/R4AWINSRecog> Seal of Excellence Award Nominee folder under your specific SDO subfolder.
2. Each school document is placed in a separate folder.
3. Documents to be submitted electronically are:
 - a. School Self-Assessment Form covering any year 2020-2023

- b. Video presentation or pictures following the sequence of the Self-Assessment Form, with the number of indicators properly indicated in the video or picture (mp4 format, maximum of 5 minutes)
 - c. List of nominated schools with a checklist of documents enclosed signed by the Schools Division Superintendent.
 - d. School details filled out in the 2024 List of Nominees WinS Awards Microsoft sheet
4. SDO WinS focal persons to ensure the correctness and completeness of documents.