



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



15 May 2026

**Regional Memorandum**  
No. 332 s. 2026

**CALABARZON WASH IN SCHOOLS (WINS) TECHNICAL  
WORKING GROUP RECONSTITUTION AND PROCESS  
FOR THE RECOGNITION AWARD AND NOMINATION  
FOR THE SEAL OF EXCELLENCE 2026**

To **Schools Division Superintendents**

1. Relative to DepEd Order No. 10, s. 2016, OUA Memo 00-09021-0015, and RM No. 269, s. 2024, this Office, through the Education Support Services Division – School Health Section, hereby issues the following information and guidelines, as specifically provided in Enclosures A to C, to support the program, recognize schools that have attained 3-star ratings for the Regional Recognition Award, and recommend schools that have maintained 3-star ratings for the past three (3) years for the Seal of Excellence, to wit:

Enclosure A: CALABARZON Wash in Schools Technical Working Group;  
Enclosure B: Process and Timeline for CALABARZON Wash in School Recognition Award for the School who reach 3-star rating.  
Enclosure C: Process and Timeline for CALABARZON Nominees for the Awarding of the Seal of Excellence 2026.

2. For inquiries, kindly contact Eduarda M. Zapanta, ESSD Chief Education Supervisor, or Dr. Pearl Oliveth S. Intia, Medical Officer IV of ESSD-SHN, at the email address [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph) or [pearl.intia@deped.gov.ph](mailto:pearl.intia@deped.gov.ph)
3. Immediate dissemination of and strict compliance with this Memorandum is desired

  
**CARLITO D. ROCAFORT**  
Director IV

03/ROE3/ROE/DCP



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

**Enclosure A: CALABARZON Wash in Schools 2026 Reconstituted Technical Working Group**

<b>Chairperson</b>	Loida N. Nidea	Director III, Assistant Regional Director
<b>Co-Chairperson</b>	Eduarda M. Zapanta	Chief Education Supervisor, ESSD
<b>Co-Chairperson</b>	Pearl Oliveth S. Intia MD	Medical Officer IV, ESSD
<b>Members</b>	Ma. Teresita G. Carpio	Dentist III, ESSD
	Johnalen Aira S. Soberano	Nutritionist Dietitian II, ESSD
	Ramil G. Ginete	Project Development Officer IV, ESSD
	Wilbert C. Ulpindo	Project Development Officer II, ESSD
	Jamaica Rose G. Rolloque-Orena	Engineer III
	Lowiesito O. Erni	Education Program Supervisor, CLMD
	Donna L. Lago	Education Program Supervisor, ESSD
	Rey M. Valenzuela	Information Technology Officer I, ICT Unit
	Emil O. Reambillo	Administrative Officer II, PPRD
<b>Secretariat</b>	Elaine A. Calacday	Nurse II/WinS Focal Person, SDO Antipolo City

**Roles and Responsibilities**

1. Provide technical assistance to division offices on the conduct of training and orientation funding sources and link up with partners and the DepEd Central Office counterpart, among others.
2. Provide support for WinS logistical plans.
3. Conduct training and capacity development for implementers.
4. Undertake program advocacy with LGUs.
5. Implement incentives and awards for Best Division Implementor.
6. Conduct monitoring and evaluation (M&E) of the Wins Program using the national M&E tool.
7. Submit an annual report consolidating the yearly reports from Schools Division Offices within their respective jurisdictions no later than the first week of December each year to the Central Office-BLSS; and;
8. Conduct an Annual Performance Implementation Review of the WinS Program and submit findings and recommendations to the Central Office.

For 2026, the WinS Technical Working Group will convene online on Friday, July 3, 2026, from 2:00 pm to 4:00 pm to discuss the Validation process of the 3-star rating for the recognition award and the Seal of Excellence nomination. Validation of submitted documents by the TWG will be from July 6 to 24, 2026. During which, results will be forwarded to the Regional WinS focal person for consolidation.

**Enclosure B: Process and Timeline for CALABARZON Wash in Schools Recognition Award for Schools that reached 3 Star Rating (given to Schools that have reached 75-100% of the WinS indicators, awarded by the Regional Director)**

<b>Step</b>	<b>Office Responsible</b>	<b>Document/s to be issued</b>	<b>Expected Result</b>	<b>Timeframe / Remarks</b>
1. Self-nomination	School	Any Excel files of OMS v. 2025 (2023-2024; 2024- 2025; 2025- 2026)	SDO receives school self-nomination	Before June 30, 2026
2. Validation of 3-star rating	SDO	<ul style="list-style-type: none"> <li>Results Validation</li> <li>List of Qualified Schools</li> </ul>	Data of the nominee are validated by the SDO	Before June 30, 2026
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>Endorsement letter by SDS to RD: List of nominated Schools</li> <li>Video Supporting SAF</li> <li>Excel files of OMS v. 2024 (2023 2024-2024; 2025-2025; 2026)</li> </ul>	RO receives lists of School nominees by uploading to the designated OneDrive	June 30, 2026
4. Meeting of RO WINS TWG	RO	Assignment of Validation	RO TWG oriented	July 3, 2026
5. Review of qualified nominees/ Validation	RO	<ul style="list-style-type: none"> <li>Results of Validation</li> </ul>	Nominees are validated	July 6-24, 2026
6. Crafting of the list for Recognition Nominees	RO	<ul style="list-style-type: none"> <li>List of qualified nominees</li> </ul>	List of Recognition Awardees	July 27, 2026
7. Issuance of Recognition Award Certificate by the Regional Director	RO	<ul style="list-style-type: none"> <li>List of Recognition Awardees</li> <li>Recognition Award Certificate</li> </ul>	The SDO receives the Recognition Awards Certificate	September 18, 2026
8. Awarding	RO	<ul style="list-style-type: none"> <li>Signed certificates/letters of citation</li> </ul>	Citations received by Schools	September 18, 2026

1. All documents submitted must be properly labeled, for instance, (SDO-School name) and uploaded to OneDrive <https://tinyurl.com/R4A-WINS-Recog-2026> Recognition Award Nominee 2026 folder under your specific SDO subfolder .
2. Each school document must be placed in a separate folder.
3. Documents to be submitted electronically are:
  - a. School Self-Assessment Form covering any year 2024-2026;
  - 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 2026 List of Nominees WinS Awards Excel file.
4. SDO WinS focal persons shall 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 2026 (Awarded by the Central Office to a school that has maintained its 3-star rating for at least 3 consecutive years)**

<b>Step</b>	<b>Office Responsible</b>	<b>Document/s to be issued</b>	<b>Expected Result</b>	<b>Timeframe / Remarks</b>
1. Self-nomination	School	Any Excel files of OMS v. 2025 (2023-2024; 2024- 2025; 2025- 2026)	SDO receives school self-nomination	Before June 30, 2026
2. Validation of 3-star rating	SDO	<ul style="list-style-type: none"> <li>Results Validation</li> <li>List of Qualified Schools</li> </ul>	Data of the nominees are validated	Before June 30, 2026
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>Endorsement letter by SDS to RD: List of nominated Schools</li> <li>Video Supporting SAF</li> <li>Excel files of OMS v. 2024 (2023 2024-2024; 2025-2025; 2026)</li> </ul>	RO receives lists of School nominees by uploading to the designated OneDrive	June 30, 2026
4. Meeting of RO WINS TWG	RO	Assignment of Validation	RO TWG oriented	July 3, 2026
5. Review of qualified nominees/ Validation	RO	<ul style="list-style-type: none"> <li>Results of Validation</li> </ul>	Nominees are validated	July 6-24, 2026
6. Crafting of the list for Seal of Excellence Nominees	RO	List of qualified nominees	List of qualified Seal of Excellence Nominees	July 27, 2026
7. Endorsement of Nominees to CO	RO	<ul style="list-style-type: none"> <li>List of Nominees</li> <li>Endorsement Letter to RD to Operations, furnished BLSS-SHD</li> </ul>	BLSS-SHD received nominees from the RO	TBA

8. Review and Awarding	BLSS-SHD	<ul style="list-style-type: none"> <li>• Signed Certificates / Letters of Citations</li> </ul>	Citations received by Schools	TBA
------------------------	----------	--	-------------------------------	-----

1. All documents to be submitted should be properly labeled, for instance, (SDO-School name) and uploaded to OneDrive <https://tinyurl.com/R4A-WINS-Recog-2026> Seal of Excellence Award Nominee folder under your specific SDO subfolder.
2. Each school document must be placed in a separate folder.
3. Documents to be submitted electronically are:
  - a. School Self-Assessment Form covering any year 2024-2026;
  - 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 2026 List of Nominees WinS Awardees Excel file.
4. SDO WinS focal persons shall ensure the correctness and completeness of documents.