



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

September 12, 2023

DIVISION MEMORANDUM

No. 351, s. 2023

- o: : OSDS, CID, SGOD  
 : All School Heads (Elementary / Secondary)  
 : All others concerned

**COMPOSITION OF THE SCHOOL TECHNICAL WORKING GROUP (TWG) FOR THE  
 WATER, SANITATION AND HYGIENE IN SCHOOLS (WinS)  
 PROGRAM OF DEPED TABUK CITY 2023**

1. In accordance with DepEd Order No. 10 S. 2016 entitled "Policy Guidelines for the Comprehensive Water, Sanitation and Hygiene (WASH) in Schools (WinS)" and its intensification including WinS in the convergence of all health programs under Oplan Kalusugan (OK) sa DepEd. The Division shall ensure the promotion of correct hygiene practices among school children and a clean environment in and around the schools to keep learners safe and healthy.
2. In view thereof, the hereunder Division Technical Working Group is hereby composed along with the general terms of reference, to with:

DESIGNATION	NAME OF PERSONNEL	POSITION	GENERAL TERMS OF REFERENCE
<b>Chairman</b>	<b>Benedicta B. Gamatero</b>	<b>SDS</b>	Overall Chair in the implementation of the program
<b>Vice Chairman</b>	<b>Jan Nowel E. Peña</b>	<b>ASDS</b>	Assist the SDS in the Implementation of the program
<b>Co-Chairman Member (CID)</b>	<b>Ramonchito A. Soriano</b>	<b>Chief Education Program Supervisor</b>	Supervises and Coordinates WINS-related concerns to CID personnel specifically in the integration of WinS in the curriculum
<b>Co-Chairman Member (SGOD)</b>	<b>Sally P. Feken</b>	<b>Chief Education Program Supervisor</b>	Supervises and Coordinates WINS-related concerns to SGOD personnel
<b>Member (EPS)</b>	<b>Federico C. Flores Jr.</b>	<b>MAPEH Supervisor</b>	Supervises and Coordinates WINS-related concerns to all District under Tabuk City Division. Ensures that WinS related communication is floated to all schools concerned under the districts of Tabuk City.
<b>Member (ITO)</b>	<b>Allan S. Dumalsin</b>	<b>Information and Technology Officer</b>	Manages the Division WinS account and creates all Schools



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			WinS Account, executes all computer-related and technical (IT-related concerns to the program implementation)
<b>Member (Medical Officer)</b>	<b>Guiagrace P. Dagadag</b>	<b>Division Medical Officer III (OKD Coordinator)</b>	Supervises and Coordinate WinS-related concerns to all Health Personnel under Tabuk City Division
<b>Member (Dentist)</b>	<b>Jeth Renz L. Oggang</b>	<b>Dentist II (WinS) Coordinator</b>	Acts as over-all coordinator of activities in the implementation of WinS. Coordinates to Division and School Health Personnel in providing technical assistance and validation to schools with baseline data. Provides data/report & technical assistance to districts/schools relative to the general aspect of Water, Sanitation, Hygiene and Deworming.
<b>Member (Dentist)</b>	<b>Kathleen M. Tagubat</b>	<b>Dentist II (WinS Co-Coordinator)</b>	Provides date/report & technical assistance to districts / schools relative to Hygiene and Health Education on Dental aspects.
<b>Member (District Nurse in Charge)</b>	<b>Jocely L. Lomeng Shirley C. Sarmiento Claire Rose A. Damian Janice Michelle B. Mangaoang Russelle S. Ngao-i Malee Kaye A. Albert</b>		Provides Technical assistance and identifies schools with 3 stars rating in their respective districts. Provides data for deworming. Assists in the validation of schools with improvement and 3star rating in the WinS OMS.
<b>Member (Infra)</b>	<b>Paul N. Palliso</b>	<b>Division Engineer</b>	Covers concerns relating to Physical Facilities related to WinS program (eg. Comfort rooms, handwashing area etc.)
<b>Member (M&amp;E)</b>	<b>Kenneth A. Atiwag</b>	<b>SEPS: Monitoring and Evaluation</b>	Coordinated/ supervises the implementation including the identified concerns, issues, gaps, (CIPS)
<b>Member (Planning)</b>	<b>Efren Y. Danag</b>	<b>Planning Officer</b>	Coordinates gathering and interpretation of statistical data



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			(related to WinS) of the district / schools to concerned personnel
<b>Member (DRR)</b>	<b>Menchie P. Gamongan</b>	<b>DRRM</b>	Provides Post Activity Report (to the WinS coordinator) on the schools' useability / functionality and Basic and Safety School Facilities (toilets, ventilation, room, handwashing area, etc.) in incidences District / Division activities held in schools.
<b>Member (Social Mobilization/Partnership Coordinator)</b>	<b>Romeo B. Agagon</b>	<b>SocMob</b>	Leads in the linkages/partnership for generation of resources for the implementation and problems of WinS

3. The Division Technical Working Group for the Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program of the Schools Division of Tabuk City is generally expected to perform the following:
  - a. Enforces the establishment of the school level TWG.
  - b. Oversee the work of the School TWG, approve its output and provide technical assistance as needed.
  - c. Actively support the advocacy of the WinS Policy to the other sectors and
  - d. Monitor School implementation, including the integration on WASH in curriculum.
4. Division IT officers in reference to the implementation of the program are enjoined to peruse the Administrator's Manual in the execution of the IT-related technical concerns of the program of the Division. While the School Administrator are enjoined to peruse the schools Monitoring System User's Manual for Schools.
5. For in-depth reference on the implementation of the program. DepEd personnel may refer to the following National issuances for information:
  - DepEd Memorandum No. 194 s. 2018
  - DepEd Memorandum No. 10 s. 2016
  - DepEd Order No. 65 & 56 s. 2007
  - DepEd Order No. 60 s. 1994
6. Immediate dissemination of this Memorandum is desired.

  
**BENEDICTA B. GAMATERO Phd, CESO V**  
Schools Division Superintendent 



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