



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Oct 2025

DIVISION MEMORANDUM
SGOD-2025-219

**CONDUCT OF CAPACITY BUILDING ON WATER SANITATION AND
HYGIENE INS SCHOOLS (WINS) ONLINE MONITORING SYSTEM
(OMS) ENCODING AND UPLOADING IN LEARNER INFORMATION
SYSTEM (LIS) PLATFORM**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Principals Concerned
Public Elementary and Secondary District Nurses Concerned
School Health Section Personnel Concerned
Non-Teaching Personnel Concerned
All Others Concerned

1. The School Governance Operations Division, through the School Health Section, will conduct a ***one-day Capacity Building on Uploading and Encoding of WINS OMS in LIS Platform*** on ***October 27, 2025, at Microtel Hotel, General Santos City.***
2. This activity aims to provide the following, as to wit:
 - 2.1 Demonstrate the actual uploading of the monitoring tool in the Learner Information System Platform.
 - 2.2 Determine the correct encoding of the data on the monitoring tool;
and
 - 2.3 Calibrate and rectify problems that will arise on the online system to efficiently encode and upload data.
3. For clarifications, please contact Estylinda G. Tudayan at 0908-810-8005.
3. For information and strict compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



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Encl.: List of Participants

Activity Matrix

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – conduct of capacity building on water sanitation and hygiene ins schools (wins)
online monitoring system (oms) encoding and uploading
in learner information system (lis) platform

1056/October 24, 2025



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Enclosure 1: List of Participants/Facilitators

No.	Name	Position/Designation
1	Estylinda G. Tudayan, RN	Nurse II
2	Arnold Tubungbanua, RN	Nurse II
3	Milyn P. Gumban, RN	Nurse II
4	Mirame L. Miranda, RN	Nurse II
5	Mitzi M. Wata, RN	Nurse II
6	Rochelle Esperat, RN	Nurse I
7	Michelle Padrigo, RN	Nurse II
8	Venice Ahyeng, RN	Nurse II
9	Indera Rhea Fernandez, RN	Nurse II
10	Pamela Dospueblos, RN	Nurse II
11	Arnold Pagaduan, RN	Nurse II
12	Suzette Suficiencia, RN	Nurse II
13	Victor Rey V. Gella, RN	Nurse II
14	Genevieve Erigbuagas, RN	Nurse II
15	Lonie Carl Nierra, RN	Nurse II
16	Criselda Duatin, RN	Nurse II
17	Renz, Louis Bautista, RN	Nurse I
18	Nacigenes Mateo, RN	Nurse II
19	Suzette Lubonting, RN	Nurse II
20	Annie Balanag, RN	Nurse II
21	Ma. Luz Saceda, RN	Nurse II
22	John Myle Sibayan, RN	Nurse I
23	Joey Ocampo	Alabel 1
24	Jonathan Agreda	Alabel 2
25	Roshane Panictican	Alabel 3
26	Gebee Arc Bacus	Alabel 4
27	Juvill C. Omalza	Malapatan 1
28	Mary Grace E. Amora	Malapatan 2
29	Carlo Allaga	Malapatan 3
30	Elan Diagan	Glan 1
31	Maria Teresa M. Mapa	Glan 2
32	Ryann Reggie C. Elorta	Glan 3
33	Ella Blanca T. Devocion	Glan 4
34	Bernacris T. Bago	Malungon 1
35	Jasmin Abapo	Malungon 2
36	Mae Vour Neen B. Marayan	Malungon 3
37	Marvin C. Onia	Malungon 4
38	Rowell Loyao	Maasim 1
39	Lucila T. Postrado	Maasim 2
40	Claudine C. Lutero	Maasim 3
41	Kimberlie M. Balbuena	Kiamba 1
42	Cherry Mae Berenguel	Kiamba 2
43	Shella Mae T. Lacad	Kiamba 3
44	Ceasar Ryan B. Peralta	Maitum 1
45	Sweetie B. Sanico	Maitum 2

FACILITATOR/DOCUMENTER/MONITORING



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NAME	POSITION/DESIGNATION
DR. LYN FRANCES DOMINIQUE P. GUMBAN	MO III
THESSA COREEN T. BUDULLO	TA/DOCUMENTER
MARYROSE WENNA D. EA	NURSE II/ DIVISION WINS FOCAL
BUALAN ABID, JR.	PLANNING OFFICER II
ARACELI J. DINOPOL	SEPS-Monitoring and Evaluation

Enclosure 2: Activity Matrix

Date/Time	Activity	Responsible Person
July 24, 2025		
8:00-8:30am	Registration	Secretariat
8:31 am-9:30AM	Opening Preliminaries -National Anthem - Opening Prayer -Welcome Remarks -Statement of Purpose	AVP AVP Dr. Lyn Frances Dominique P. Gumban Ma. Shirley M.Cardinal, SGOD Chief
9:31AM – 10:00AM	Overview on the WINS-LIS Platform	Bualan Abid, Jr. Planning Officer III
10:01 AM – 11:00 AM	Capacity Development on Accomplishing the WINS Monitoring Tool	Maryrose Wenna D. Ea, RN Division WINS Focal
11:01AM-12:00NN	Encoding of the data on the Monitoring tool	Participants
12:01NN-1:00PM	Lunch Break	
1:01PM-3:30PM	Uploading of Accomplished Monitoring Tool in the OMS	Participants
3:31PM- 5:00PM	Closing Program and	



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	<i>Awarding</i>	<i>Facilitators</i>
<i>5:01 PM</i>	<i>Home Sweet Home</i>	