



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

17 June 2026

DIVISION MEMORANDUM
No. 305, s. 2026

**WASH IN SCHOOLS (WINS) PROCESS FOR THE RECOGNITION AWARD
AND NOMINATION FOR THE SEAL OF EXCELLENCE 2026**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to DepEd Order 10 s. 2016₁ and OUA Memo 00-09021-0015 and RM No. 332 s.2026, this Office through the Education Support Services Division School Health Unit issues the following information and guidelines to support the Program and recognize the schools which have attained 3-star ratings for the Regional Recognition Award and recommend those Schools which have maintained 3- star ratings for the past 3 years for the Seal of Excellence.
2. Attached are the following for easy reference:
Enclosure A: Process and Timeline for CALABARZON Wash in Schools Recognition Award for Schools who reached 3 Star Rating
Enclosure B: Process and Timeline for CALABARZON Wash in Schools Nominees for the Awarding of the Seal of Excellence 2026
3. For questions or clarifications, you may contact Dr. Khareen M. Cadano, Medical Officer III through e-mail at khareen.cadano@deped.gov.ph or Maria Katrina A. Dimaunahan, Nurse II at mariakatrina.dimaunahan@deped.gov.ph
4. Immediate dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 



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Encl: As Stated

Reference: DO No. 10 s. 2016

To be indicated in the Perpetual Index under the following subject:
Issuances: Division Memorandum

SHN, DM-2026, WASH IN SCHOOLS (WINS) PROCESS FOR THE RECOGNITION AWARD AND
NOMINATION FOR THE SEAL OF EXCELLENCE 2026 R2- , 17062026



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Enclosure A: 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)

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe /Remarks
1. Self-nomination	School	Any Excel files of OMS v. 2025 (2023-2024;2024-2025; 2025-2026)	SDO receives school self-nomination	Before June 25,2026
2.Validation of 3-star rating	SDO	·Results Validation ·List of Qualified Schools	Data of the nominee Are validated by the SDO	Before June 30,2026
3.Endorsement of nominees to RO	SDO	Endorsement letter by SDS to RD:List of Nominated Schools ·Video Supporting SAF ·Excel files of OMS v.2024 (2023 2024-2024;2025-2025;2026)	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	·Results of Validation	Nominees are validated	July 6-24, 2026
6. Crafting of the list for Recognition Nominees	RO	·List of qualified nominees	List of Recognition Awardees	July 27, 2026
7. Issuance of Recognition Award Certificate by the Regional Director	RO	·List of Recognition Awardees ·Recognition Award Certificate	The SDO receives the Recognition Awards Certificate	September 18,2026
8. Awarding	RO	·Signed certificates/letters of citation	Citations received by Schools	September 18,2026



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1. All documents submitted should be properly labeled (Sub Office-School name) and uploaded to one drive <https://tinyurl.com/WinsBatsProvRecog2024-2026> according to school year qualified.
2. Each school documents placed in a separate Sub Office folder.
3. Documents to be submitted electronically are:
 - a. School Self-Assessment Form covering any year from 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. School details filled out in the [2026 LIST OF NOMINEE WINS AWARDING](#)
4. Sub Office Nurses to ensure the correctness and completeness of documents.



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ENCLOSURE B: 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)

Step	Office Responsible	Document/s to be issued	Expected Result	Timeframe /Remarks
1. Self-nomination	School	Any Excel files of OMS v. 2025 (2023-2024;2024-2025;2025-2026)	SDO receives school self-nomination	Before June 25,2026
2. Validation of 3-star rating	SDO	·Results Validation ·List of Qualified Schools	Data of the nominees are validated	Before June 30,2026
3. Endorsement of nominees to RO	SDO	·Endorsement letter by SDS to RD: List of nominated Schools ·Video Supporting SAF ·Excel files of OMS v.2024 (2023 2024-2024;2025-2025;2026)	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	·Results of Validation	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



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7. Endorsement of Nominees to CO	RO	List of Nominees ·Endorsement Letter to RD to Operations, furnished BLSS-SHD	BLSS-SHD received nominees from the RO	TBA
8. Review and Awarding	BLSS-SHD	·Signed Certificates/ Letters of Citations	Citations received by Schools	TBA

All documents submitted should be properly labeled (Sub Office-School name) and uploaded to one drive <https://tinyurl.com/WinsBatsProvSeal-2026>

2. Each school documents placed in a separate Sub Office folder.

3. Documents to be submitted electronically are:

- School Self-Assessment Form covering school years 2024-2026;
- 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);
- School details filled out in the d. School details filled out in the [2026 LIST OF NOMINEE WINS AWARDING](#)

4. Sub Office Nurses to ensure the correctness and completeness of documents.