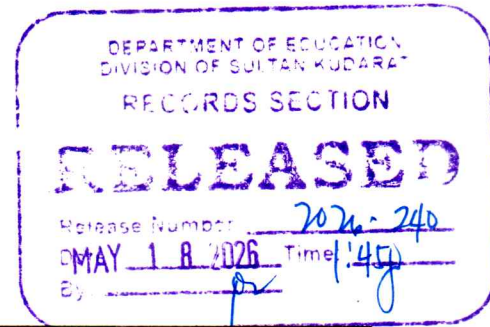




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



May 18, 2026

**DIVISION MEMORANDUM**

SGOD-SHS No. **103** s. 2026

**SUBMISSION OF DOCUMENTS FOR THE 2025 WINS BOOK OF SCHOOLS  
WITH WINS THREE-STAR RATING FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
School Wash In Schools Coordinator  
School Health and Nutrition Section Personnel  
This Division

1. The Department of Education – Division of Sultan Kudarat, through the School Health and Nutrition Section, spearheaded the implementation of the Water, Sanitation and Hygiene (WaSH) In Schools (WInS) Program for School Year 2025-2026 in all public elementary and secondary schools.
2. WInS Program aims to ensure a comprehensive approach in support of monitoring, evaluation, documentation, and compliance with program standards and requirements by timely submission of the WINS Book containing the compilation of Means of Verification (MOVs) on the implementation of the Program.
3. In this regard, all school WInS implementers with a three-star rating in their WInS Status for SY 2025–2026 are requested to submit their documents for the 2025 WInS Book on or before **June 15, 2026**. Attached herewith is the **sequence of documents** to be submitted for the said WInS Book.

ARDR/SGOD-SHS/DM-SUBMISSION OF DOCUMENTS FOR THE 2025 WINS BOOK OF SCHOOLS WITH WINS THREE-STAR RATING FOR SY 2025-2026-DivMemo-v2r0.0e01.08.21/May 14, 2026



**Address:** Kenram, Isulan, Sultan Kudarat  
**Telephone No.:** (064) 471 1007  
**Website:** <https://divisiondsk.org>  
**Email:** [depcdsk.r12@deped.gov.ph](mailto:depcdsk.r12@deped.gov.ph)



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4. Should there be queries and clarifications, all concerned may contact Annie Rose D. Racosas, MAN, RN, LPT, Division WInS Officer at contact number +63947-5716198 or email at annierose.racosas@deped.gov.ph.
5. For the information and guidance of all concerned.

**CRISPIN A. SOLIVEN JR., CESO V**  
Schools Division Superintendent

Encl/s.: Sequence of Documents for the 2025 WInS Book

Reference: None

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

**RATING**

**THREE-STAR SCHOOLS**

**WINS**

ARDR/SGOD-SHS/DM-SUBMISSION OF DOCUMENTS FOR THE 2025 WINS BOOK OF SCHOOLS WITH WINS THREE-STAR RATING FOR SY 2025-2026-DivMemo-v2r0.0e01.08.21/May 14, 2026

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Enclosure to Division Memorandum No. **103** s. 2026

**Sequence of Documents to be submitted for the 2025 WinS Book**

1. Front Cover: indicating School Name and WinS Program Documented Year (2025)
2. School Introduction
3. Duly Signed Designation of WinS Technical Working Group for SY 2025-2026
4. Printed Excel File of WinS Monitoring System
5. WinS Three-Star Matrix
6. WinS Autogenerated Three-Star Report of School
7. WinS Three-Star Charts for School
8. Action Plan for SY 2025-2026
9. Mode of Verification (documents and photos) based on the WinS Autogenerated Three-Star Report of School Categories

ARDR/SGOD-SHS/DM-SUBMISSION OF DOCUMENTS FOR THE 2025 WINS BOOK OF SCHOOLS WITH WINS THREE-STAR RATING FOR SY 2025-2026-DivMemo-v2r0.0e01.08.21/May 14, 2026

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