DIVISION MEMORANDUM
No. 90 s. 2018

TO : SDO Chiefs (CID/SGOD)
      Education Program Specialists
      Public Schools District Supervisor
      Elementary & Secondary School Heads

FROM : SOCORRO V. DELA ROSA, CESQ VI
      Schools Division Superintendent

SUBJECT : CAPACITY BUILDING and TRAINING WORKSHOP OF SCHOOLS
          WinS COORDINATORS

DATE : March 26, 2018

1. The Department of Education Division of Catanduanes strengthen the implementation of
   WinS Program for the promotion of correct hygiene and sanitation practices among school
   children and a clean environment around schools to keep learners safe and healthy.

2. In view of this, One day Capacity Building and Training Workshop of Schools
   WinS Coordinators will be conducted with the following schedule and the venue will
   be at Rhaj Inn Gogon, Virac Catanduanes.

   1st Batch: Zone I (Elem/sec) April 9, 2018
   2nd Batch: Zone II (Elem/sec) April 10, 2018
   3rd Batch: Zone III (Elem/sec) April 11, 2018
   4th Batch: Zone IV (Elem/sec) April 12, 2018

3. The objective of this activity is to:
   a. Deepen understanding on the policy and guidelines for the comprehensive water,
      sanitation and hygiene in Schools (Wins) Program;
   b. Enhance the participants on strategies on partnerships and linkages and funding; and
   c. Guide the participants on action plan preparation and monitoring scheme.

4. The participants of this activity are all secondary and elementary schools Wins
   Coordinators and School Nurses. One day Service credit will be granted to all
   participants.

5. Since April 9, 2018 fall on Holiday, one day (1) compensatory Service Credit will be granted
   to SDO personnel.

6. A Registration of Three hundred pesos (Php 300) per participant inclusive 2 snacks and 1
   lunch shall be charge to School MOEE. Travel and other incidental expenses will be
   charged against local/school funds subject to the usual accounting and auditing rules and
   regulations.