



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION  
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DIVISION MEMORANDUM

No. 452, s. 2021

**DESIGNATION AS WASH in SCHOOL PROGRAM COORDINATOR**

To : **GERARDSON T. RAMOS**  
Nurse II  
City Schools Division of Biñan City

1. In the exigency of the service, you are hereby designated as **WASH in SCHOOL PROGRAM COORDINATOR** effective immediately and in addition to your assignment as Nurse II. See attached file.
2. You are expected to perform the duties and responsibilities of the said position effectively and efficiently until further notice
5. Immediate dissemination of this Memorandum is desired

  
**EDNA FAURA AGUSTIN**  
Schools Division Superintendent

Encl: As stated

Reference: DO 28, s. 2018  
DO 10, s. 2016

SGOD/SH / DESIGNATION AS WASH in SCHOOL PROGRAM  
COORDINATOR

3228 / 10/15/2021



**DIVISION WASH in SCHOOL (WinS) PROGRAM COORDINATOR  
DUTIES AND RESPONSIBILITIES**

1. Collaborate with the Division TWG for effective implementation of the program
2. Prepare a Division Implementation Plan for WinS.
3. Undertake program advocacy with partners (LGUs) and other stakeholders.
4. Conduct training and capacity development for implementers, partners and other Stakeholders in collaboration with Facility Section.
5. Do mapping of available partners as reference for school implementers.
6. Provide technical assistance to schools on the conduct of training and orientation, funding sources and link up with partners, among others.
7. Participate in the capacity building, seminars, meetings conducted by the Regional Office (RO) and Central Office (CO).
8. Conduct meetings among school WinS Coordinators and address issues and concerns.
9. Collaborate with SGOD School Management Monitoring and Evaluation Section (SMEES) to periodically monitor overall implementation of this policy and guidelines to determine its efficiency and effectiveness as well as problem areas.
10. Submit an annual report consolidating yearly reports from schools within its jurisdiction no later than the first week of December each year to the RO.
11. Conduct Performance Implementation Review among school implementers
12. Implement incentives and awards for Best School Implementer.
13. Consolidate and submit required reports to the Regional Office (RO) and other pertinent documents as required by the Central Office (CO).
14. Submit Program Terminal Report at the end of school year.

