



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

DESIGNATION ORDER
2025-PER-030

TO : **YVAN JONAS A. TOLENTINO**
Nurse II

FROM :  **SUSAN D.L. ORIBIANA**
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS ALTERNATE FOCAL PERSON OF THE WATER, SANITATION AND HYGIENE IN SCHOOLS (WINS) PROGRAM**

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Alternate Focal Person of the **Water, Sanitation and Hygiene in Schools (WINS) Program** effective January 2, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
 - a. Assist the focal to implement Division WinS Action Plan;
 - b. Assist the focal to coordinate, provide direction and serve as technical adviser on the programs and projects on WinS concerns of the division;
 - c. Assist the focal to advise the school WinS coordinator and discharge its duties in between meetings;
 - d. Assist the focal to ensure that all schools shall prepare a Canteen Plan following DepEd Order No. 10, s. 2016 and other related provisions;
 - e. Assist the focal to strengthen WinS Programs, Projects and Activities;
 - f. Assist the focal to prepare, maintain, and keep all documentary requirements in WinS; and
 - g. Assist the focal to submit reports/data to the Central, Regional and Division Office in the implementation of the aforementioned program.
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

YVAN JONAS A. TOLENTINO
Nurse II