



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**MARCH 31, 2026**

**DIVISION MEMORANDUM**  
 SGOD-2026-169

**TO :** Planning Officer  
 Division Engineer  
 Concerned School Head

**SUBJECT: ATTENDANCE TO THE OFFICIAL NATIONWIDE ROLLOUT OF THE INSIGHTED MOBILE APPLICATION**

1. Enclosed herewith is **DM-OUHRODI-2026-0976** from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure, dated March 27, 2026, regarding the above-captioned subject.
2. All concerned personnel are requested to register their attendance through this link: **tinyurl.com/InsightEd-PreRegistration**.
3. The schedule of the online orientation is as follows:
  - a. **March 31, 2026, 10:00 A.M.** via **tinyurl.com/InsightED-Infra** – for Division Engineers;
  - b. **April 1, 2026, 10:00 A.M.** via **tinyurl.com/InsightED-SchoolHead** – for Regional Planning Officers, Division Planning Officers, and **one (1) School Head from each Division**.
4. The Division Planning Officer is hereby directed to identify and select one (1) partner School Head who will participate in the virtual orientation on April 1, 2026.
5. During the official rollout, the Regional Offices (ROs) and Schools Division Offices (SDOs), through the Regional Planning Officer and Division Planning Officer, shall oversee the deployment of the application, monitor submission progress, and provide necessary technical assistance to schools encountering difficulties in the implementation.
6. Immediate dissemination of and strict compliance with **this** Memorandum are directed.

InsightEd Schools Division of Digos City  
 RECORDS SECTION

**RECEIVED**  
 DATE: 31 MAR 2026 TIME: 4:49  
 BY: [Signature]

*[Signature]*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent *[Signature]*  
3/31/26

Enclosed: as stated  
 References: as stated  
 SGOD/jsv



3/27/26  
Engr Jeric Urganal



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



### MEMORANDUM DM-OUHRODI-2026-0976

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL DIVISION ENGINEERS**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development and*  
*Infrastructure*

SUBJECT : **OFFICIAL NATIONWIDE ROLLOUT OF THE INSIGHTED**  
**MOBILE APPLICATION**

DATE : March 27, 2026

Consistent with the Department of Education's commitment to modernize educational management through data-driven decision-making, and following the successful conclusion of its pilot testing phase, the Human Resource and Organizational Development and Infrastructure (HRODI) Strand will roll out the **InsightED Mobile Application** nationwide.

InsightED serves as the dedicated mobile data collection arm of the Strategic Resource Inventory for Deployment Efficiency (STRIDE) Dashboard. It is designed to bridge the gap between our physical school environments and the digital databases used for strategic planning across governance levels in the Department. Its primary purpose is to streamline the process of capturing real-time, granular school infrastructure and resource data directly at the school level.

To ensure absolute data integrity and usability across diverse field conditions, InsightED is equipped with the following validated features:

- **Offline Capability & Auto-Sync:** Allows continuous data entry in remote areas without internet access, utilizing an "Auto-Sync" feature to automatically and securely upload queued records once connectivity is restored.
- **Geotagging:** Automatically captures precise GPS to verify that reports are unambiguously submitted on-site.
- **Photo Evidence:** Requires timestamped and watermarked photos to validate the actual physical status of infrastructure and asset inventory.



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- **Smart Forms for Data Integrity:** Intelligently rejects invalid data at the point of entry and evaluates data consistency, prompting schools to revise entries to automate the rigorous data cleaning process.

**Together, the InsightED mobile application and the STRIDE Dashboard compose a harmonized data ecosystem.** Data submitted through the InsightED mobile platform shall sync with the STRIDE Dashboard, creating a seamless pipeline that enables the real-time monitoring of school human resource and infrastructure information.

This integration shall benefit the operation of the HRODI Strand through:

- **Creation of Unified Data System:** Eliminating fragmented data sources and the need for manual consolidation, the ecosystem vastly improves operational efficiency and establishes a unified baseline for all educational data.
- **Evidence-Based Decision Making:** Empowering decision-makers at all governance levels to precisely identify resource gaps and surpluses, ensuring the equitable distribution of human resources and infrastructure.
- **Targeted Interventions:** Utilizing geographic and hierarchical data visualization to allow Regional and Division Offices to easily pinpoint specific schools with the most critical congestion or repair needs.
- **Predictive Capabilities:** Leveraging continuous data collection through InsightED to fuel future predictive analytics, allowing the Department to forecast enrollment shifts, project budget requirements, and anticipate infrastructure damage risks before they escalate into emergencies.

**In line with this, the official rollout of the InsightED Mobile App will commence from April 1 to April 10, 2026.** All school heads of public elementary and secondary schools nationwide are hereby directed to adopt and utilize the application for the inventory of school resources and assessment of school facilities.

Furthermore, **all Division Engineers are also directed to use the InsightEd Mobile Application** to update the status of infrastructure projects within their respective Divisions through photo documentation, accomplishment of construction checklist, assessment of completion percentage, and uploading of all necessary documents.

The **InsightED Mobile Application can be accessed and installed on mobile devices through this link: [tinyurl.com/InsightEDv2](https://tinyurl.com/InsightEDv2).** A comprehensive instructional guide detailing the step-by-step procedures for the installation and accomplishment of the application will also be available at **[tinyurl.com/InsightED-HTMLGuide-SH](https://tinyurl.com/InsightED-HTMLGuide-SH)** and **[tinyurl.com/InsightED-HTMLGuide-DE](https://tinyurl.com/InsightED-HTMLGuide-DE)** for School Heads and Division Engineers, respectively.

Attached as **Annex A** to this memorandum is the detailed step-by-step guide on how to accomplish the InsightED Mobile App for School Heads.

**During the official rollout, the Regional Offices (ROs) and Schools Division Offices (SDOs) through the Regional Planning Officer and Division Planning Officer** shall oversee the deployment, monitor submission progress, and provide technical assistance to schools encountering difficulties.

To facilitate the smooth rollout of the application, an online orientation will be conducted for Division Engineers via MS Teams on March 31, 2026 at 10:00 AM via this link [tinyurl.com/InsightED-Infra](https://tinyurl.com/InsightED-Infra).

A separate online orientation shall also be conducted for Regional Planning Officer, Division Planning Officers and one (1) School Head from each division to discuss the rollout process on April 1, 2026 at 10:00 AM via MS Teams using this link: [tinyurl.com/InsightED-SchoolHead](https://tinyurl.com/InsightED-SchoolHead).

All participants who will attend this online orientation must register via this link: [tinyurl.com/InsightEd-PreRegistration](https://tinyurl.com/InsightEd-PreRegistration).

For technical inquiries, clarifications, and support, you may contact **Mr. Sebastian Cheng** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at [support.stride@deped.gov.ph](mailto:support.stride@deped.gov.ph).

Immediate dissemination of and strict compliance with this Memorandum is desired.

**Copy furnished:**

Office of the Secretary  
Office of the Undersecretary for Operations





# INSIGHTED OPERATIONAL GUIDE

*"Accurate Data. Clear Insights."*

OFFICIAL SCHOOL HEAD GUIDE — 2026

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01

## GETTING READY **QUICK START**

### AT A GLANCE

- *Install InsightEd as an app on your phone.*
- *Works just like a regular app from the Play Store / App Store.*

#### **INSTALLATION STEPS**

1. Open Chrome (Android) or Safari (iPhone).
2. Navigate to: [tinyurl.com/InsightEdV2](https://tinyurl.com/InsightEdV2)
3. Tap the browser Menu → select "**Add to Home Screen**".
4. Tap "**Add**" to confirm. The icon will appear on your home screen.

**AT A GLANCE**

- Open the app and select the "School Head Portal".
- Click "Create Account" if you are a first-time user.

**PORTAL SELECTION**

1. Open the app.
2. Select "**InsightED (For HROD)**".
3. Select "**School Head Portal**".

- ⓘ Tap "**Create Account**" if this is your first time. You will need your school's official details.

**AT A GLANCE**

- Enter Personal Details (Name, Email, Mobile).
- Map your school's 5-step administrative hierarchy.
- Geotag your school's exact location.

**IMPORTANT: YOUR SCHOOL ID (IERN)**

Save your unique IERN code. You will need it every time you log in. Do not share it with others.

**REGISTRATION STEPS**

1. Enter your First Name, Last Name, and Mobile Number.
2. Select your Region, Division, and School from the dropdowns.
3. Drop the map pin precisely on your school's location.
4. Save your generated IERN code before proceeding.

**AT A GLANCE**

- Use the **CLOUD** button for school monitoring (Units 1–9).
- Use **ESF7** to upload teacher personnel files.

**CLOUD**

*Access and audit Units 1–9 and the Monitoring dashboard. This is your primary workspace.*

**ESF7**

*Upload and manage teacher personnel files and personnel data records.*

**AT A GLANCE**

- Set School Name, ID, and Curricular Offering.
- Upload Ownership Documents (DepEd / LGU / Private).
- Establish the establishment date and Mother/Annex school links.

⚠ To change the School ID, click **"Unlock"** and type **"CONFIRM"**.

**ESSENTIAL DATA**

Enter the official School Name  
(no abbreviations).

Select your authorized  
Curricular Offering (e.g., K-6, K-  
12).

Enter the official Month and  
Year of establishment.

**OWNERSHIP & LINKS**

Select ownership type and upload the  
deed or document. If applicable,  
provide Mother or Annex School IDs.

**UNIT 2: LEARNER ENROLLMENT****AT A GLANCE**

- Enter total enrollment per grade level.
- Mandatory: Split counts by Male and Female.
- Disable grades not present in your school.

**ENROLLMENT MODES**

**A. Monograde:** Enter totals for each grade level separately.

**B. Multigrade:** Use "**ADD COMBO**" for grade pairings and enter specific counts.

**C. Mixed:** Combine multigrade combos with regular grades.

⚠ The system blocks sync if **Male + Female** does not equal the **Total Enrollment** per grade.

**AT A GLANCE**

- Create sections and assign shifts (Morning / Afternoon / Whole Day).
- Categorize sections by enrollment density (LT, WS, AS).
- Ensure section totals match your Unit 2 Enrollment.

CODE	NAME	DESCRIPTION
<b>LT</b>	<i>Less Than</i>	<i>Below the standard learner-teacher ratio.</i>
<b>WS</b>	<i>Within Standard</i>	<i>Optimal learner-teacher ratio. Target range.</i>
<b>AS</b>	<i>Above Standard</i>	<i>Overcrowded sections. Requires attention.</i>

ⓘ The sum of **LT + WS + AS** MUST equal the total sections declared for that grade level.

**AT A GLANCE**

- *Select specific learner communities (IP, Muslim, ALS).*
- *Record health metrics (Wasted, Severely Wasted).*
- *Track performance data (Dropouts, Repeaters).*

**COMMUNITY FILTERS**

*Select all applicable categories.  
Only selected communities appear  
for data entry.*

*ALS (Alternative Learning  
System)*

*Muslim Affairs Learners*

*IP (Indigenous Peoples)  
Learners*

*Displaced / Overage Learners*

**HEALTH & PERFORMANCE**

*Input counts for nutritional  
status (Wasted, Severely  
Wasted).*

*Record learner attrition  
(Dropouts, Repeaters).*

**UNIT 5: LEARNING MODALITIES****AT A GLANCE**

- Select learning modes (In-person, Blended, Distance).
- Set shifting models (Single, Double, or Triple shifts).
- Report Emergency ADM protocols if applicable.

**STEP 1 — DOES YOUR SCHOOL FOLLOW A STANDARD SINGLE SHIFT WITH 100% IN-PERSON CLASSES?****YES → NODE A: STANDARD**

System auto-fills default F2F values.

**NO → NODE B: MIXED SCHEDULE**

Proceed to the Modality Matrix below.

**DELIVERY MODALITY OPTIONS**

Ratio	Mode	Description
100%	<i>In-Person</i>	<i>Full Face-to-Face operations.</i>
3:2	<i>Blended (3F2F-2OC)</i>	<i>3 Days F2F / 2 Days Outside Campus.</i>
4:1	<i>Blended (4F2F-1OC)</i>	<i>4 Days F2F / 1 Day Outside Campus.</i>
0%	<i>Full Distance</i>	<i>Zero on-campus instructional hours.</i>

## **EMERGENCY ADM PROTOCOL**

*If using Emergency Modalities due to congestion or disasters, select all active nodes below. This establishes the school's emergency operational baseline for SDO reporting.*

**MDL**

MODULAR

**ODL**

ONLINE

**TVI**

TV / RADIO

**Blended**

HYBRID ADM

**AT A GLANCE**

- Inventory desks, chairs, and learning materials.
- Report health clinic and WASH facility details.
- Record internet and power source connectivity.

**1. FURNITURE & ICT**

Audit seat counts (8 chair types: Armchair Wood/Plastic/Steel, Individual Table, 2-Seater variants, Chair-only types) and ICT assets (Laptops, TVs, eCarts).

- ① 2-seater chairs count as **2 learner seats** each in capacity calculations.

**2. UTILITIES & WASH**

Log the following:

Power source type

Internet type (Fiber / Starlink / None)

Toilet seat counts (Male / Female / PWD)

Water source and availability

**UNIT 7: PHYSICAL FACILITIES****AT A GLANCE**

- Audit every building and room in the school.
- Assess repair needs and classroom conditions.
- Map "Buildable Spaces" for future expansion.

**1. CAMPUS MAP**

*Place pins on "Buildable Areas" and input dimensions (in meters) for total area calculation. This feeds into infrastructure planning reports.*

**2. BUILDING & ROOM  
AUDIT**

Register each building, set the number of floors, and assign room types. Use the **Damage Slider** to classify repair needs per room.

**UNIT 8: TERRAIN & RISK PROFILE****AT A GLANCE**

- Identify flood, earthquake, and landslide risks.
- Note if the school is used as an evacuation center.
- List proximity to SDO and Health facilities.

**1. LOCATION HAZARDS**

Describe terrain type (Level, Hilly) and physical threats (Near Cliff, River Crossings, Coastal Area).

**2. RISK EXPOSURE**

Report recent natural calamities (Floods, Typhoons) and man-made threats. Indicate if school serves as an evacuation center.

**DO NOT LOG OUT**

Logging out may cause sync issues. Please keep the app open or minimized until all data has been submitted.



For Inquiries, contact the STRIDE and InsightED team via Google Chat.

[support.stride@deped.gov.ph](mailto:support.stride@deped.gov.ph)