



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 163 s. 2026

10 APR 2026

TRAINING OF TRAINERS ON THE USE OF THE INSIGHTED MOBILE APPLICATION

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

In compliance with DepEd Memorandum DM-OUHRODI-2026-0976 dated March 27, 2026, entitled “*Official Nationwide Rollout of the INSIGHTED Mobile Application*,” this Division shall implement a Training of Trainers (ToT) and subsequent cascade training on the use of the INSIGHTED Mobile Application. Relative thereto, the following guidelines are hereby issued:

1. A half-day Division-level Training of Trainers (ToT) for all District Planning Officers (DPOs) shall be conducted with the following details:
 - a. Date : April 14, 2026
 - b. Time : 1:30 PM
 - c. Venue : Multi-Purpose Hall, Schools Division of Capiz
 - d. Participants : All District Planning Officers
 - e. Resource Speaker : Ms. Jennifer Catalan, School Head, Badiangon Elementary School
 - f. Each participant is required to bring a copy of their approved 2024–2025 Governance of Basic Education Plan (GESP)
2. After the Division-level ToT, all District Planning Officers shall:
 - a. Conduct district-level training for all School Heads in their respective districts;
 - b. Ensure that School Heads are able to independently encode and submit actual data using the INSIGHTED Mobile Application on or before the Division deadline of April 25, 2026;
 - c. Serve as trainers and technical coaches for School Heads;
 - d. Provide hands-on assistance and monitoring during data encoding and submission; and
 - e. Submit a report on training completion and implementation status to the Schools Division Office.



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3. Travel and incidental of all participants shall be charged against their respective school MOOE funds, both subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: DM-OUHRODI-2026-0976
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL

RECORDS

DATA



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 **InsigntED Mobile Application** nationwide.

InsigntED 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, InsigntED 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.** 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** and **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.



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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.

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.

All participants who will attend this online orientation must register via this link: 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.

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

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Operations



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