



112-0234

Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MEMORANDUM

No. 149, s. 2026

**NATIONWIDE ROLLOUT OF THE INSIGHTED MOBILE APPLICATION AND  
SUBMISSION OF REQUIRED SCHOOL-LEVEL DATA**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance & Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. In line with DepEd NCR Memorandum No. 275, s. 2026 on the official nationwide rollout of the InsightED Mobile Application as the designated data collection platform for the Strategic Resource Inventory for Deployment Efficiency (STRIDE), this Office, through the SGOD-Planning and Research Section, informs all concerned personnel of the implementation guidelines, required actions, and compliance timelines.
2. All public elementary and secondary School Heads are directed to encode and submit the required school-level data using the InsightED Mobile Application. Data entries must strictly follow the prescribed data fields, validation protocols, and system requirements to ensure accuracy and consistency.
3. All required data must be completely encoded and successfully synchronized in the system on or before **11:59 PM of April 14, 2026**.
4. To support School Heads in this undertaking, the official InsightED Operational Guide for School Heads, which provides detailed step-by-step instructions from application access and registration to data encoding and synchronization, may be accessed through this link: **<https://stride.deped.gov.ph/insighted-staging/School-Head/>**.
5. For ease of reference, a summarized version of the guide is also attached to this Memorandum as Annex A.
6. The InsightED Mobile Application may be downloaded and installed on mobile devices through the following link: **<https://tinyurl.com/InsightEDv2>**
7. For any inquiries or technical assistance, concerned personnel may contact the Planning and Research Section via email at **[planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph)**.



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8. Immediate and wide dissemination of this Memorandum is directed.

*V. M. Gonzales*  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: none  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

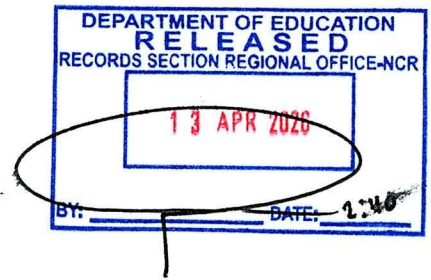
DATA  
SCHOOL  
TEACHER

JDN/DM/Nationwide Rollout of the Insighted Mobile Application and Submission of Required School-Level Data  
149 /April 10, 2026

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April 08, 2026

**REGIONAL MEMORANDUM**

**No. 275 s. 2026**

**TO: SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**NATIONWIDE ROLLOUT OF THE INSIGHTED MOBILE APPLICATION  
AND SUBMISSION OF REQUIRED SCHOOL-LEVEL DATA**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. In line with the official nationwide rollout of the InsightED Mobile Application as the designated mobile data collection platform for the Strategic Resource Inventory for Deployment Efficiency (STRIDE), this Office, through the Policy, Planning and Research Division (PPRD), hereby notifies all concerned parties of the necessary actions and corresponding compliance timelines for its implementation.
2. All public elementary and secondary School Heads are hereby encouraged to encode and submit the required school-level data through the InsightED Mobile Application, in accordance with the prescribed data fields, validation protocols, and system requirements.
3. All required data entries in the InsightED Mobile Application must be fully accomplished and successfully synchronized not later than 11:59 PM of April 14, 2026.
4. To assist School Heads in complying with this requirement, the official InsightED Operational Guide for School Heads — containing detailed step-by-step procedures from application access and registration to data entry and synchronization—may be accessed through the following link. A summarized version of the same guide is likewise attached to this Memorandum as Annex A for ease of reference:

<https://stride.deped.gov.ph/insighted-staging/School-Head/>



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5. The InsightED Mobile Application may be accessed and installed using mobile devices through the following link or QR code for ease of access:  
<https://tinyurl.com/InsightEDv2>

6. For queries, you may get in touch through this email add.:  
pprd.ncr@deped.gov.ph

7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In Charge, Office of the  
Assistant Secretary for Operations



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## ANNEX A

### INSIGHTED MOBILE APPLICATION OPERATIONAL STEPS AND DATA REQUIREMENTS FOR SCHOOL HEADS

#### REFERENCE AND ACCESS INFORMATION

The procedures and requirements outlined in this Annex are based on the official **“InsightED: Complete Operational Guide for School Heads (2026)”**, issued in support of the nationwide rollout of the InsightED Mobile Application.

School Heads may access the **full and continuously updated version of the official guide** through the following link: <https://stride.deped.gov.ph/insighted-staging/School-Head/>

This Annex is intended to serve as a **practical reference** to facilitate compliance and does not supersede the official operational guide.

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#### I. QUICK START – INSTALLATION GUIDE

1. InsightED is a **Progressive Web App (PWA)** designed for seamless operation on **phones and tablets via a mobile browser**.
  2. Open **Google Chrome (Android)** or **Safari (iOS)** and navigate to: <https://tinyurl.com/InsightEDv2>
  3. Add the application to the device’s home screen using the official installation protocol:
    - o **Android:** Tap the browser menu (:) and select **Add to Home Screen**
    - o **iOS:** Tap **Share** and select **Add to Home Screen**
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#### II. AUTHORIZATION PATH – NEXUS GATEWAY PORTAL LOGIC

1. Upon launching the application, navigate to the correct entry point to unlock administrative nodes.
  2. Select **“InsightED (For HROD)”** on the landing screen.
  3. From the list of portals, click **“School Head Portal.”**
  4. Click **“Create Account”** below the login fields.
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#### III. ENTITY MAPPING – IDENTITY REGISTRY PERSONAL MAPPING

1. Encode the following mandatory fields:
  - o First Name
  - o Last Name
  - o Official Email Address
  - o Contact Number

#### HIERARCHY PATH





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1. Complete the hierarchy selection in the following order:
  - o Region
  - o Division
  - o District
  - o Level
  - o School ID
2. **Drag the pin to the school's geographical center** for accurate geotagging.

#### **IERN REGISTRY**

1. The system generates an **InsightED Reference Number (IERN)**.
2. School Heads shall **record the IERN immediately**, as it is required for all future synchronization activities.

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#### **IV. ADMINISTRATIVE CENTER – NEXUS DASHBOARD**

1. After account creation, access the **Nexus Dashboard**, which serves as the administrative center.
2. Available nodes include:
  - **CLOUD:** Audit Units
  - **ESF7:** Upload Personnel Form 7
  - **My Activity:** Track submission history

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#### **V. CLOUD REPOSITORY AND DATA FLOW**

1. The **Cloud Repository** serves as the primary storage for school monitoring and digitized records.
2. All reporting channels and operational units are accessed through the **Nodes-Dashboard (Nexus)** interface.

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#### **VI. REQUIRED DATA TO BE ACCOMPLISHED**

School Heads shall accomplish the following units in sequence. System validation rules apply.

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##### **UNIT 1: PROFILE**

1. Establish the school's official digital profile, including:
  - Official School Name (**DO NOT use abbreviations**)
  - School ID (**Unlock then type "CONFIRM" to edit**)
  - Month and Year of Establishment
  - Ownership Classification (**DepEd, LGU, or Private Owner**)
  - Curricular Offering (e.g., **K-6, K-12**)
  - Establishment and Ownership Protocol
  - Verified location details
  - Geotagged campus coordinates

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##### **UNIT 2: ENROLLMENT**

1. Encode enrollment data per grade level:
  - Total enrollment per grade
  - Exact **Male and Female** counts for every active grade
1. Grade levels not offered must be **Disabled**.
2. For multigrade schools:
  - Click **"Add Combo"** for each multigrade pairing



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1. For mixed models:
    - Disable all grade levels not included in any combo
  1. The system enforces the **Magic Math Rule**:
    - Male + Female must equal Total Enrollment
    - Mismatches block final synchronization
- 

### UNIT 3: SECTIONING

1. Input total number of sections per active grade.
  2. Classify sections as:
    - **Less Than Standard (LT)**
    - **Within Standard (WS)**
    - **Above Standard (AS)**
  1. LT + WS + AS **must exactly equal** the total sections declared.
  2. Unit 3 is **programmatically locked** to Unit 2 Enrollment.
  3. Mismatched data blocks synchronization.
- 

### UNIT 4: LEARNER PROFILES & HEALTH

1. Select applicable community filters:
    - ALS
    - Muslim Affairs
    - IP Learners
    - Displaced Learners
    - Overage Learners
  1. If none apply, the section may be skipped.
  2. Encode mandatory nutritional health metrics when prompted:
    - Severely Wasted
    - Wasted
  1. **Biometric mapping is performed automatically upon sync.**
- 

### UNIT 5: MODALITY

1. Confirm whether the school follows a **Standard Single Shift with 100% In-Person Classes**.
  2. If not standard, indicate shifting model:
    - Single
    - Double
    - Triple
  1. Declare delivery modality:
    - **100% In-Person**
    - **Blended (3F2F / 4F2F)**
    - **Full Distance**
  1. Declare Emergency Alternative Delivery Modalities, if applicable.
- 

### UNIT 6: RESOURCES

1. Complete the School Resources and Infrastructure Audit:
    - Furniture and seating audit by grade level
    - Functional and non-functional armchairs, desks, and table-chair sets
    - ICT Inventory:
      - Laptops, tablets, desktops
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- Smart TVs, projectors, printers
- ECART and Mobile Lab inventory (with funding source)
- WASH Facilities:
  - Female, Male, Common, and PWD toilets
- Utilities availability:
  - Power
  - Internet Access

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#### UNIT 7: FACILITIES

1. Register all major school structures:
  - Building name (no abbreviations)
  - Category (**Academic / Multi-Purpose**)
  - Year
1. Declare:
  - Number of storeys
  - Total classroom count
1. Assign building condition:
  - **Good**
  - **Needs Repair**
  - **Condemned** (requires damage reason)
1. Encode room dimensions, seat capacity, and assigned grade levels.
2. Upload required photo documentation.
3. Complete repair assessment for rooms marked **Needs Repair**.

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#### UNIT 8: TERRAIN & RISK

1. Identify proximity to:
  - Cliffs or ravines
  - Water bodies (ocean, river, lake)
1. Declare transportation modes and road access conditions.
2. Encode travel time and distance to:
  - Hospitals / Clinics
  - Barangay / Municipal Halls
  - SDO hubs and terminals
1. Declare disasters experienced in the past **six (6) months**.
2. Complete exposure and hazard metrics.
3. Review system-generated **Risk Index Output**.

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#### VII. SYSTEM VALIDATION AND SUBMISSION

1. All applicable units must be completed.
2. Required photo documentation, confirmations, and geotagging must be uploaded.
3. **Final submission is completed only upon successful synchronization.**
4. Unsynced entries are considered **incomplete submissions**.
5. School Heads are **highly advised not to log out** during active encoding sessions.