



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

---

07 April 2026

**DIVISION MEMORANDUM**

No. 182, s. 2026

**DATA GATHERING THROUGH INSIGHTED MOBILE APPLICATION**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. 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, please be informed of the adoption and utilization of InsightED Mobile Application, a dedicated mobile data collection arm of the Strategic Resource Inventory for Deployment Efficiency (STRIDE) Dashboard.
2. InsightED is designed to bridge the gap between 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.
3. Relative to this, all school heads of public elementary and secondary schools in the SDO are hereby directed to adopt and utilize the application for the inventory of school resources and assessment of school facilities. Data gathering activity through the InsightED mobile application shall be completed until April 10, 2026.
4. The InsightED Mobile Application can be accessed and installed on mobile devices through this link: [tinyurl.com//InsightEDv2](https://tinyurl.com//InsightEDv2).
5. 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/InsightEDHTMLGuide-SH](https://tinyurl.com/InsightEDHTMLGuide-SH).
6. For queries and concerns, feel free to contact SGOD – Planning and Research Section through email [sdobatangas.planning@deped.gov.ph](mailto:sdobatangas.planning@deped.gov.ph).



---

**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043)722-1840 / 722-1796  
**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)



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

---

6. Immediate and wide dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Enc. As Stated

Reference: DM-OUHRODI-2026-0976

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

AUD/ DATA GATHERING THROUGH INSIGHTED MOBILE APPLICATION/R2-150836/04-07-2026



# INSIGHTED OPERATIONAL GUIDE

"Accurate Data. Clear Insights."

OFFICIAL SCHOOL HEAD GUIDE — 2026

## TABLE OF CONTENTS

01	Quick Start (Installation)	07	Unit 3: Sectioning
02	Welcome to InsightEd	08	Unit 4: Learner Profiles
03	School Registration	09	Unit 5: Learning Modalities
04	Your Dashboard	10	Unit 6: School Resources
05	Unit 1: School Profile	11	Unit 7: Physical Facilities
06	Unit 2: Learner Enrollment	12	Unit 8: Terrain & Risk Profile

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.

**WELCOMETOINSIGHTED****AT A GLANCE**

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

**SCHOOL REGISTRATION****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 (LTWS, 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%	In-Person	Full Face-to-Face operations.
3:2	Blended (3F2F-2OC)	3 Days F2F / 2 Days Outside Campus.
4:1	Blended (4F2F-1OC)	4 Days F2F / 1 Day Outside Campus.
0%	Full Distance	Zero on-campus instructional hours.

## **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)