



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

April 28, 2026

DIVISION MEMORANDUM
No. 274, s. 2026

SY 2025-2026 eSF7 DATA SUBMISSION THRU InsightED MOBILE APPLICATION.

To: **Assistant Schools Division Superintendent**
Chief SGOD and OIC - CID
Education Program Supervisors
Public Elementary and Secondary School Heads/ OICs
All Others Concerned

1. In reference to Memorandum DM-OUHRODI-2026-0976 on the Official Nationwide Rollout of the InsightED Mobile Application, the uploading of the updated eSF7 is hereby included as part of the school-level data gathering requirements to ensure complete, accurate, and timely submission of personnel data through the platform.

2. School Heads may access the full and continuously updated version of the official guide through the following link:

ESF7 AND INSIGHTED GENERAL RESOURCES

- eSF7 Kit (Tool, FAQs, User Guide, etc.) [bit.ly/eSF7 >>](https://bit.ly/eSF7)
- STRIDE - InsightED [bit.ly/InsightED >>](https://bit.ly/InsightED)
- eSF7 Hub on InsightED (HTML Guide) [bit.ly/InsightED-eSF7Guide >>](https://bit.ly/InsightED-eSF7Guide)

ONLINE ORIENTATION 2026

- MS Meeting Link [bit.ly/eSF7-Orientation2026 >>](https://bit.ly/eSF7-Orientation2026)
- Orientation Resources [bit.ly/eSF7-Orientation2026-Resources >>](https://bit.ly/eSF7-Orientation2026-Resources)
- Attendance Form [bit.ly/eSF7-Orientation2026-Attend >>](https://bit.ly/eSF7-Orientation2026-Attend)
- Evaluation Form [bit.ly/eSF7-Orientation2026-Eval >>](https://bit.ly/eSF7-Orientation2026-Eval)


3. To ensure system stability and provide dedicated technical support during the submission and uploading of the eSF7 excel file, all public schools are directed to adhere to the following submission windows:



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

ADJUSTED Submission Schedule	Regions
Week 1 April 27 – 30, 2026	Preparation and Updating of eSF7
Week 2 May 4 – 8, 2026	Region I, Region II, MIMAROPA, CAR, NCR
Week 3 May 11 – 15 2026	Region VIII, Region VI, Region VII, NIR
Week 4 May 18 – 22, 2026	Region IX, Region X, Region XI, Region XII, CARAGA
Week 5 May 25 – 29, 2026	Region V, Region III, Region IV-A

- The Division Planning and Research section of SGOD shall monitor the compliance of all schools and provide the necessary technical assistance to ensure the successful uploading and submission of the required school-level data.
- Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.


FAY C. LUAREZ EdD, PhD TM CESO VI
Schools Division Superintendent

SGOD P&R/OFFICE/INITIALS OF THE HEAD/initials of the encoder



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

RS 2026-7854



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 **Insigned Mobile Application** nationwide.

InsignedED 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, InsignedED 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.

- **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.

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

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/insight-ed-staging/School-Head/>

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

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**

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.

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

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.

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

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.

VI. REQUIRED DATA TO BE ACCOMPLISHED

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

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

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
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
 - 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

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.