



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

April 14, 2026

DIVISION MEMORANDUM
No. 242, s. 2026

**ROLLOUT AND STRICT COMPLIANCE ON THE USE OF THE INSIGHTED
MOBILE APPLICATION IN SDO PAMPANGA**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Memorandum is issued to direct the division-wide implementation of the **InsightED Mobile Application** and to prescribe the responsibilities of concerned officials and personnel for its timely and proper accomplishment.
2. This issuance is anchored on **Memorandum DM-OUHRODI-2026-0976, titled Official Nationwide Rollout of the InsightED Mobile Application**, issued by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, which directs all public elementary and secondary school heads nationwide to adopt and utilize the application for the inventory of school resources and assessment of school facilities. The same memorandum further provides that Schools Division Offices, through the Division Planning Officer, shall oversee deployment, monitor submission progress, and provide technical assistance to schools encountering difficulties.
3. This Memorandum shall apply to all public elementary and secondary schools in the Schools Division Office of Pampanga, including all concerned division officials and personnel assigned to supervise, monitor, support, and consolidate compliance.
4. All Heads of Public Elementary and Secondary Schools are hereby directed to adopt, access, and accomplish the requirements of the InsightED Mobile Application for the inventory of school resources and assessment of school facilities. Compliance with this directive shall be mandatory.



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5. All concerned school heads shall ensure that the required entries, reports, documentation, and other applicable submissions in the InsightED Mobile Application are **fully accomplished on or before April 19, 2026**. Failure to comply within the prescribed period, without justifiable reason duly communicated to this Office, shall be dealt with accordingly under existing rules and regulations.
6. To ensure orderly, timely, and complete implementation, the following responsibilities are hereby assigned:
- a. School Heads shall:**
 - i. install and access the InsightED Mobile Application using the official platform and guide;
 - ii. ensure the completeness, accuracy, consistency, and timeliness of all encoded data and uploaded documentary requirements, including photo documentation and other application-based entries;
 - iii. coordinate immediately with their respective Public School District Supervisors and/or the Division Planning Unit regarding technical or operational issues encountered; and
 - iv. complete all required submissions on or before the deadline prescribed in this Memorandum.
 - b. Public School District Supervisors shall:**
 - i. strictly monitor the compliance status of all schools under their respective districts;
 - ii. conduct immediate follow-through with school heads who have not yet complied or whose submissions remain incomplete;
 - iii. provide first-level guidance and coordination support to facilitate school compliance; and
 - iv. submit status updates and compliance reports to the Division Planning Unit, as may be required.
 - c. The Division Planning Unit shall:**
 - i. serve as the lead office in overseeing the division-wide rollout of the application;
 - ii. monitor overall submission progress and maintain the official compliance status of schools;
 - iii. provide technical assistance, clarification, and implementation support to concerned schools and district offices; and
 - iv. prepare consolidated reports for the information and appropriate action of the Schools Division Superintendent.
 - d. CID, SGOD, Education Program Supervisors, and Division Engineer**
The concerned division offices and officials shall extend necessary



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support, coordination, and technical assistance, whenever applicable, to ensure smooth and effective implementation of this directive.

- All concerned School Heads are hereby directed to refer to the official step-by-step procedure for the installation, access, and accomplishment of the InsightED Mobile Application through the following link:

tinyurl.com/InsightED-HTMLGuide-SH



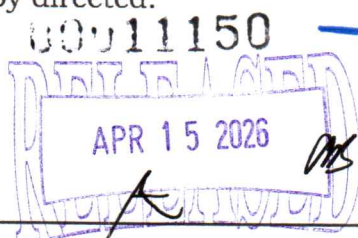
This guide shall serve as the primary reference in the proper accomplishment of the required entries and submission requirements in the application. School Heads are advised to carefully follow the prescribed procedures therein to ensure accuracy, completeness, and timely compliance.

For purposes of monitoring and technical support, Public School District Supervisors shall likewise familiarize themselves with the said guide in order to effectively assist schools under their respective jurisdictions. The national rollout memorandum states that a comprehensive instructional guide for School Heads is available through this link.

- Monitoring of compliance shall be undertaken at the district and division levels. Public School District Supervisors shall ensure close monitoring of all schools within their jurisdiction, while the Division Planning Unit shall consolidate and validate the division-wide status of compliance for reporting purposes.

All school heads are expected to act promptly and responsibly to avoid delays in division and national reporting requirements.

- Immediate dissemination of and **strict compliance** with this Memorandum is hereby directed.



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