



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF ESCALANTE CITY**



April 8, 2026

**DIVISION MEMORANDUM**

No. 159, s. 2026

**ROLLOUT OF THE INSIGHTED MOBILE APPLICATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public and Private Elementary and Secondary School Heads  
Permanent School Non-Teaching Personnel  
All Others Concerned

1. In accordance with Memorandum DM-OUHRODI-2026 regarding the National Rollout of the insightED Mobile Application, the School Governance and Operations Division (SGOD), through the Division Project Engineer, Planning Officer III, and Information Technology Officer I, will conduct an orientation for all Public Elementary and Secondary School Heads, along with their non-teaching personnel, on April 14, 2026 (Tuesday), from 1:30 PM to 5:00 PM at Gabriela Hall.

2. All schools are requested to ensure stable internet connectivity during the activity and to bring laptops and mobile devices for the installation and utilization of the insightED application.

3. Each school shall send only two (2) participants: the School Head and one (1) permanent non-teaching personnel responsible for preparing data submissions such as BEIS, Customized School Form 4, eSF7, and NSBI Report. Participants are advised to bring their accomplished soft copies of the aforementioned reports for reference.

4. Expenses related to the conduct of this activity shall be charged to School MOOE – LIS Registration and other local funds, in accordance with the usual accounting and auditing rules and regulations.

5. Immediate and widest dissemination of this Memorandum to all concerned is hereby enjoined.


  
**PETER J. GALIMBA**  
OIC, Schools Division Superintendent

Enclosure: None  
Reference: Unnumbered memorandum  
Allotment: Division Order No. 1, s. 2019  
To be indicated in the Perpetual Index under the ff. subjects:  
InsightED

pSy/arm/4/2026



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