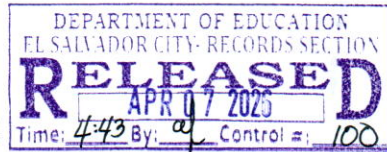




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



April 6, 2026

DIVISION MEMORANDUM
 NO. 100, s. 2026

DIVISION ORIENTATION-WORKSHOP ON THE USE OF INSIGHTED MOBILE APPLICATION FOR SCHOOL HEADS

To: Assistant Schools Division Superintendent
 SGOD & CID Chiefs
 Planning Officer III
 Section Heads
 School Heads, Elementary & Secondary Schools
 All Concerned
 This Division

1. In line with DepEd Memorandum OUHRODI-2026-0976, dated March 27, 2026, the field is hereby directed to attend the division roll-out of the INSIGHTED mobile application on April 8, 2026 from 8:00AM-5:00PM at the division offices diamond building conference room.
2. The participants of the said activity are the public school heads of the 24 public schools in the division.
3. Further, all expenses to be incurred in the attendance to this activity shall be charged to local funds subject to the usual financial and auditing procedures. This memorandum serves as **Authority to Travel**.
4. Lastly, the participants are directed to bring their Mobile Phones (Android or IOS), Extension Cords, Wifi or related connectivity device
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocols related to the activity. Hence, all actions shall be based solely on established guidelines with no discrimination on the basis of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information, guidance and strict compliance.

RANDOLPH B. TORTOLA
 Schools Division Superintenden

SGOD-kba



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Doc. Ref. Code	SDO-SGOD-F001	Rev	00
Effectivity	8.29.25	Page	1 of 1