Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
NO. 127249
DATE: OCT 12 2026

REGIONAL MEMORANDUM
No. 1342 s. 2026

UPDATING OF HUMAN RESOURCE RECORDS OF THIRD LEVEL OFFICIALS IN THE DEPARTMENT OF EDUCATION

To: Schools Division Superintendents
All Others Conerned

1. Enclosed is a copy of Memorandum DM-OUHRODI-2026-3677, dated 11 September 2026, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure, regarding the Updating of Human Resource Records of Third Level Officials in the Department of Education.

2. The said Memorandum officially introduces the **InsightED Third Level Officials Portal –** a digital portal designed to facilitate the systematic collection, updating, and management of professional and personnel information of DepEd officials in the Central and Field Offices.

3. Attention is invited to the attached annexes of the said memorandum for complete details.

4. In this regard, all third level officials are requested to submit to this Office, through ps.region1@deped.gov.ph, a screenshot of their accomplished submission for monitoring and reporting purposes.

5. Immediate dissemination of and compliance with this Memorandum are desired.

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index:
under the subjects:

RECORDS OFFICIALS

ADS-PS/rvl/RM_UpdatingOfHRRecordsOfThirdLevelOfficials
October 7, 2026

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
SEP 17 2026
BY: TIME: 5:08

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM
OM-OUHRODI-2026-3677

TO : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
CENTRAL OFFICE AND REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and Infrastructure

SUBJECT : **UPDATING OF HUMAN RESOURCE RECORDS OF THIRD LEVEL OFFICIALS IN THE DEPARTMENT OF EDUCATION**

DATE : 11 September 2026

The Bureau of Human Resource and Organizational Development (BHROD), in its continuous commitment to efficiently undertake the maintenance and updating of Human Resource (HR) records of all personnel, this Office officially introduces the **InsightED Third Level Officials Portal** – a digital portal designed to facilitate the systematic collection, updating, and management of professional and personnel information of DepEd officials in the Central Office and Field Offices. The portal serves as a centralized repository of official records to support leadership profiling, talent management, succession planning, and other policymaking, executive and human resource management initiatives.

The portal contains the following tabs:

Portal Tab	***Description***
1. Personal Information	Basic personal details, photograph, demographic information, and civil status
2. Eligibility	Career Service Eligibility and other relevant professional credentials
3. Experience	Employment history, leadership experience, and other relevant professional engagements
4. Education	Academic qualifications and educational attainment
5. Performance Ratings	Records of performance assessments and evaluation results

DepEd RO1
Documan
REC2608603

6. Professional Development Trainings	Learning and development programs, seminars, workshops, and training activities attended
7. Achievements	Awards, recognitions, special accomplishments, publications, and notable contributions
8. Documents	Uploading of supporting documents and certifications
9. Legal Disclosures	Disclosures and executive summary of pending case/s, copies of complaints, counter-affidavits, and other supporting documents
10. Summary and Certification	Consolidated profile review and certification of the completeness and accuracy of submitted information

In view thereof, all ***Undersecretaries, Assistant Secretaries, Directors, Schools Division Superintendents, Assistant Schools Division Superintendents, including the designated Officers-in-Charge***, are requested to access the portal through https://stride.deped.gov.ph/insighted-third-level-officials/ register and accomplish profile using their official DepEd email address. The portal will be open on **September 14, 2026.**

To get started, you may refer to the *User Guide* through this link: https://tinyurl.com/TLOPortalUserGuide

All personal information collected through the InsightEd Third Level Dashboard Portal shall be processed in accordance with the **Data Privacy Act of 2012 (Republic Act No. 10173)** and other applicable government regulations. Information gathered through the portal shall be used solely for legitimate human resource management, organizational development, and related official purposes of the Department. Appropriate administrative, technical, and physical safeguards are in place to ensure the confidentiality, integrity, and security of all submitted information.

For inquiries, clarifications, or assistance, kindly contact the following:

Administrative Concerns
Bea Franchezka E. Yumang
3rdlevel@deped.gov.ph,
bea.yumang@deped.gov.ph

Technical and User Support Concerns
Sebastian Cheng
support.stride@deped.gov.ph
sebastian.cheng@deped.gov.ph

For information, guidance, and compliance.

Thank you.

TLM1