



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 1039, s. 2026

'SEP 21 2026'

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

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUHRODI-2026-3677 dated September 11, 2026, re: "Updating of Human Resource Records of Third Level Officials in the Department of Education," which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
RECORDS
OFFICIALS

AD/PS/JEM/REGIONAL MEMO-Dissemination-DM-OUHRODI-2026-3677-Updating of human resource records



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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



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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
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Technical and User Support Concerns
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For information, guidance, and compliance.

Thank you.

TLM1



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