Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 18 2026

REGIONAL MEMORANDUM
No. 1341, s. 2026

SUBMISSION OF UPDATES AND JUSTIFICATION FOR SCHOOL INFRASTRUCTURE PROJECTS MARKED AS "NOT YET STARTED"IN THE INSIGHTED SYSTEM

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates Memorandum DM-OUHRODI-2026-4175 from the Office of the Human Resource and Organizational Development and Infrastructure dated November 12, 2026 titled **"Submission of Updates and Justification for School Infrastructure Projects Marked as "Not Yet Started" in the Insighted System,"** 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 subject:

SCHOOL BUILDING PROJECTS

MPJDP/ESSD/ Submission of Updates and Justification for School Infrastructure Projects Marked as "Not Yet Started" in the Insighted System
_____/November 13, 2026

Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: //tinyurl.com/nir-gov-ph

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

1:39 pm

MEMORANDUM
DM-OUHRODI-2026-4175

TO : **Regional Directors**
Schools Division Superintendents
Regional and Division Engineers

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

SUBJECT : **SUBMISSION OF UPDATES AND JUSTIFICATION FOR SCHOOL INFRASTRUCTURE PROJECTS TAGGED AS "NOT YET STARTED" IN THE INSIGHTED SYSTEM**

DATE : 12 November 2026

In line with the commitment of the Department of Education (DepEd) to ensure transparent, accurate, and real-time monitoring of basic education facilities projects, all Regional Directors, Schools Division Superintendents, as well as Regional and Division Engineers are hereby directed to **review and update the status of all school infrastructure projects currently tagged as "Not Yet Started"** in the InsightED monitoring system.

To this end, all concerned field offices shall evaluate each site tagged as "Not Yet Started" under their respective jurisdictions and input their updates directly in the shared online *Excel* file, as follows:

a. **Projects that are "Not Yet Started"** — Input in the corresponding column a detailed justification explaining the specific causes of delay or non-implementation, such as procurement issues, site readiness, permit acquisition, or technical adjustments.

b. **Projects tagged as "Not Yet Started" but are found to be Already Ongoing or Completed** — For projects tagged as "Not Yet Started" but are found to be already ongoing or completed, input updates on project status directly in the InsightED system and indicate in the corresponding columns in the *Excel* file the exact status of procurement and/or construction.

c. **Focal Person Identification** — The concerned personnel assigned to encode inputs/justification shall indicate their full name and official position/designation in the corresponding column, for verification and accountability.

Important Reminder: While the Sub-Allotment Release Orders (Sub-ARO) for the subject "Not Yet Started" projects remain valid until December 2027, all concerned Regional Offices and Schools Division Offices (SDOs) are encouraged to obligate the funds by 31 December 2026, whenever practicable.

The Sub-AROs were issued to the concerned field offices in a timely manner to provide sufficient lead time for procurement and fund obligation within FY 2026.

The concerned field offices are therefore expected to expedite procurement activities and address any bottlenecks that may delay the obligation of funds, without prejudice to the validity period of the Sub-AROs.

The Education Facilities Division (EFD) shall monitor compliance and validate all inputs encoded in the shared online *Excel* file to ensure that Central Office records accurately align with actual project progress.

Inputs and corresponding justifications shall be encoded in the online *Excel* file on or before **19 November 2026**. The *Excel* file may be accessed through the link or QR code below:

https://tinyurl.com/InsightED-Status-Update

Should you have questions/clarifications, you may contact the **EFD** through email **efd@deped.gov.ph** or landline (02) 8638-7110.

For immediate and strict compliance.