



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

29, Apr 2026

DIVISION MEMORANDUM

No. 231, s. 2026

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)
DATA FOR SCHOOL YEAR 2025 – 2026**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Schools)
All Others Concerned

1. Attached is DepEd Memorandum DM-OUHRODI-2026-1250 titled “Submission of the Electronic School Form 7 (eSF7) Data for School Year 2025 – 2026,” which requests all public schools to submit their eSF7 data for School Year (SY) 2025–2026 through **InsightED (bit.ly/InsightED)** from **May 18 to May 22, 2026, for Region IV-A.**
2. To ensure a clear understanding of these updates and to provide guidance on the submission of eSF7 data through InsightED, an **online orientation will be conducted on 30 April 2026 via Google Meet from 1:00 PM onwards.** Participants in this meeting will be the School Head and Administrative Officer II/Administrative Assistant III/Administrative Assistant II/Clerks or those who oversees accomplishment of eSF7. Link for this meeting will be provided on the official Management Committee 2026 Group Chat on or before the orientation day.
3. For inquiries and clarifications, please contact Ms. Naamah C. Mambalos, Planning Officer III, at (046)-419- 8450 to 53 local 227.
4. For immediate and wide dissemination.

Digitally signed by
Lito A. Palomar
Date: 2026.04.29
Time: 13:28:15 +08:00

LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity




Encl.: As stated

Reference: None

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

FORMS

sgod/ncm/April 24, 2026 



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-1250

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

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

SUBJECT : **SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)
DATA FOR SCHOOL YEAR 2025 – 2026**

DATE : 20 April 2026

Relative to the issuance of **DM-OUHROD-2025-1615** titled “*Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2025–2026,*” this Office respectfully requests all public schools to submit their eSF7 data for School Year (SY) 2025–2026.

In line with the Department of Education’s continuing efforts to streamline school processes, enhance operational efficiency, and strengthen data collection and analysis systems, the **submission of eSF7 data for SY 2025–2026 shall be conducted through InsightED (bit.ly/InsightED) from April 27 to May 22, 2026.** This initiative is intended to ensure faster, more reliable, and more efficient school-level data submission and consolidation.

Accordingly, the general process flow for eSF7 submission has been revised. This updated process also reinforces accountability across all governance levels to ensure the accuracy, completeness, and timeliness of submitted data. In addition, to facilitate a smooth user experience and manage server load, **school submissions through InsightED shall be scheduled by region (see Annex B).**

In view of this undertaking, all concerned stakeholders are hereby directed to observe the following guidelines to ensure smooth implementation and uphold data integrity:



- **All Public Schools: School Heads** shall ensure the accuracy and completeness of data reflected in the eSF7 for SY 2025–2026. The accomplished and verified eSF7 shall be submitted through InsightED.
- **Schools Division Offices (SDOs): Division Planning Officers** shall be responsible for the review and monitoring of the submission of eSF7 data of public schools for SY 2025–2026.
- **Regional Offices (ROs): Regional Planning Officers** shall oversee full compliance in the submission of eSF7 data for SY 2025–2026.

Further, to ensure a clear understanding of these updates and to provide guidance on the submission of eSF7 data through InsightED, an **Online Orientation** will be conducted on **24 April 2026 via Microsoft Teams (bit.ly/eSF7-Orientation2026)**, with the participation of the Regional and Division Planning Officers. Information Technology Officers (ITO) from the ROs and SDOs are likewise encouraged to attend to gain orientation on the technical aspects of the process.

Kindly refer to **Annex A** for the updated process flow and adjusted data collection timeline, **Annex B** for the regional submission schedule, and **Annex C** for the list of participants, schedule, and indicative program flow of the online orientation. In addition, for detailed instructions on downloading InsightED and navigating the eSF7 Hub within the app, please visit **bit.ly/InsightED-eSF7Guide**.

For any clarification, you may contact **Mx. Ann Lazaro** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at (02) 8633-5397 or via email at bhrod.sed@deped.gov.ph.

**Copy furnished:
Office of the Secretary, Department of Education**

**Updated General Process Flow of the eSF7
Data Collection, Analysis, and Report Generation for
SY 2025 – 2026**

1	2	3
Accomplishment and Submission of the eSF7	Review and Monitoring of School Submissions	Consolidation and Analysis of Data
Schools	Schools Division Offices	Central Office
<i>School Heads</i>	<i>SGOD - Planning Unit</i>	<i>BHROD-SED</i>
<ol style="list-style-type: none"> Accomplish the eSF7 for the current SY with a verified class program and personal information. Access InsightED to submit the accomplished eSF7 file to the SDO. 	<ol style="list-style-type: none"> Access InsightED and review the summary of submitted data from each school. Review data submitted by schools. 	<ol style="list-style-type: none"> Consolidates, cleans, and analyzes eSF7 data. Reports results of analysis.
	Regional Offices	
	<ol style="list-style-type: none"> Monitor and ensure complete submission. 	

The **updated General Process Flow** above shall be broken down per Major Process in the different Governance Levels to better guide the Schools, Schools Division Offices, and Regional Offices on the procedures and timeline of collection, analysis, and report generation of **eSF7 data for SY 2025-2026**.

**Procedures and Adjusted Timeline for the eSF7 Data
Collection, Analysis, and Report Generation for SY 2025 – 2026**

**1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7
(SCHOOL LEVEL)**

ACCOMPLISHMENT			SUBMISSION
School Head	School Head with assistance from NTP	All School Personnel	School Head
<i>Before the start of the school year</i>	<i>May be accomplished before the start of the school year, until the 4th Friday from the opening of classes</i>		April 27 – May 22, 2026** (Adjusted Submission Period)
<ol style="list-style-type: none"> 1. Prepare the school program* for the school year 	<ol style="list-style-type: none"> 2. Accomplish the eSF7 for the school year. 3. Use the school program as basis for inputting the teaching load. 	<ol style="list-style-type: none"> 4. Verify the accuracy of the following information in the accomplished eSF7: <ul style="list-style-type: none"> • Personal information • Workload* 5. Once all information is verified, the School Head shall sign and facilitate the submission of eSF7. 	<ol style="list-style-type: none"> 6. Submit to the SDO-SGOD Planning Unit the accomplished and verified eSF7 accordingly: <ul style="list-style-type: none"> • Excel File through InsightED • Signed PDF through the medium deemed by the SDO <p>Furnish the SDO Curriculum Implementation Division (CID) with a copy of the signed PDF.</p>
*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.			

The **adjusted submission and report generation periods are applicable for SY 2025 – 2026.

**2. REVIEW AND MONITORING OF SCHOOL SUBMISSIONS
(SDO AND RO LEVELS)**

APPROVAL		MONITORING	
SDO-SGOD Planning Unit (Division Planning Officer)		RO (Regional Planning Officer)	
<i>Adjusted Submission Period: April 27 – May 22, 2026</i>			
<ol style="list-style-type: none"> 1. Access InsightED and review the summary and completeness of submitted data from each school. 2. Review data submitted by schools <i>In case of incomplete eSF7 data, return the submission and inform the concerned school for their appropriate action.</i> 		<ol style="list-style-type: none"> 3. Monitor the complete submission of all SDOs. 	
<p style="text-align: center;">Division ITO may provide TA in terms of the navigation of InsightED and other related concerns.</p>			

**3. CONSOLIDATION AND ANALYSIS OF DATA
(CO LEVEL)**

CONSOLIDATION		ANALYSIS AND REPORT GENERATION	
CENTRAL OFFICE (BHROD-SED)			
<i>Adjusted Report Generation Period: Quarter 2 of 2026</i>			
<ol style="list-style-type: none"> 1. Consolidate eSF7 data of all Divisions. 2. Process and clean the submitted reports. 		<ol style="list-style-type: none"> 3. Analyze eSF7 data. 4. Report results of analysis. 	

****The *adjusted* submission and report generation periods are applicable for SY 2025 – 2026.**

ANNEX B:

To ensure system stability and provide dedicated technical support, all public schools are directed to adhere to the following submission windows:

eSF7 Data for SY 2025 – 2026 Submission Schedule by Region

Submission Schedule		Regions
Week 1	April 27 – 30, 2026	Region I, Region II, MIMAROPA, CAR, NCR
Week 2	May 4 – 8, 2026	Region VIII, Region VI, Region VII, NIR
Week 3	May 11 – 15 2026	Region IX, Region X, Region XI, Region XII, CARAGA
Week 4	May 18 – 22, 2026	Region V, Region III, Region IV-A

All public schools shall **access InsightED** at **bit.ly/InsightED** to submit the accomplished eSF7 file to the SDO. Prior to the scheduled submission, ensure that the eSF7 data for SY 2025–2026 is complete and accurate to avoid technical issues, system rejection, or requests for resubmission. Only the accomplished **eSF7 tool in .XLSB format** shall be submitted.

For detailed instructions on downloading InsightED and navigating the eSF7 Hub within the application, please visit **bit.ly/InsightED-eSF7Guide**.

ANNEX C:

List of Participants, Schedule, and Indicative Program Flow of the Online Orientation on the Submission of eSF7 Data Through InsightED

I. LIST OF PARTICIPANTS

- **Regional Offices**
 - Regional Planning Officers
 - Information Technology Officers

- **Schools Division Offices**
 - Division Planning Officers
 - Information Technology Officers

II. MEETING LINK AND SCHEDULE

MS Teams : bit.ly/eSF7-Orientation2026
Schedule : **24 April 2026; Friday, 9:00 AM – 12:00 PM**

III. PROGRAM FLOW

TIME	: ACTIVITY
9:00 AM – 9:30 AM	: Preliminaries
9:30 AM – 11:30 AM	: Discussion on the following: <ul style="list-style-type: none">○ Updates on the process flow and adjusted timeline for the eSF7 data collection, analysis, and report generation for SY 2025 – 2026○ Procedures in submitting the eSF7 data for SY 2025-2026 through InsightED
11:30 AM – 11:50 AM	: Open Forum
11:50 AM – 12:00 PM	: Closing and Administrative Reminders