



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



27 April 2026

DIVISION MEMORANDUM

No. 170, s. 2026

**UPLOADING OF ESF7 VIA INSIGHTED MOBILE APPLICATION AND
CONSOLIDATION OF SCHOOL FORM 1 (SF1) AS MASTERLIST FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary School Heads/ TICs
School Non-Teaching Personnel
All Others Concerned

1. Pursuant to the implementation of the **InsightED Mobile Application** and in view of the 100% submission accomplishment from Unit 1 to Unit 9 across all forty-two (42) schools, this Office, the School Governance and Operations Division (SGOD), through the **Planning Officer III** in collaboration with the **Information Technology Officer I**, shall conduct a face-to-face activity for the uploading of eSF7 on **May 7, 2026** (Thursday) at Gabriela Hall/ Old SDO. The schedule of the activity are as follows:

- ❖ **8:00 AM – 11:30 AM** – Secondary Schools and Integrated Schools
- ❖ **1:00 PM – 4:30 PM** – Elementary Schools

2. All schools are hereby requested to ensure stable internet connectivity during the conduct of the activity and to bring laptops, together with their accomplished **eSF7** file for **SY 2025-2026** and the generated/downloaded excel **School Forms 1, 5, and 6**. Each school shall send only two (2) participants: the **School Head** and one (1) designated **non-teaching personnel/LIS Coordinator**.

3. Snacks shall be served during the conduct of the activity and shall be charged against School MOOE – LIS Registration. Other related expenses shall be charged against School MOOE – Travel Funds and/or other available local funds, subject to the usual accounting and auditing rules and regulations.

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


PETER J. GALIMBA
OIC, Schools Division Superintendent

Enclosure: None
Reference: Unnumbered memorandum
Allotment: Division Order No. 1, s. 2019
To be indicated in the Perpetual Index under the ff. subjects:
InsightED

pSy/csc/4/2026



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph

Deped Tayo Escalante City  Depedesalante.com