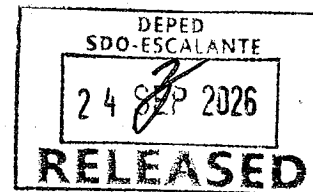




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



September 24, 2026

DIVISION MEMORANDUM
No. 420, s. 2026

ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)
SY 2026-2027 THROUGH INSIGHTED

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary, Secondary, and Integrated School Heads
School-Based Non-Teaching Personnel Involved in eSF7
Administrative Officer IV (HRMO), Planning Officer III
All Others Concerned

1. Pursuant to DepEd Memorandum No. OUHRODI-2026-3624 titled **"Accomplishment of the Electronic School Form 7 for SY 2026-2027 through INSIGHTED,"** all public schools are hereby directed to accomplish the following:

- Enroll in the InsightED platform through **bit.ly/InsightED**;
- Ensure submission of complete and accurate personnel data required in the eSF7 template for all school-based personnel for SY 2025-2026 using a desktop web browser; and
- Update and accomplish the eSF7 data for SY 2026-2027 by accessing the eSF7 modules through **bit.ly/eSF7-InsightED**.

2. There will be an Online Orientation to be conducted by the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) on **September 29, 2026 (Tuesday)**, via **Microsoft Teams**, with the identified participants and the time schedule below:

Group No.	Participants	Time	Link
Group 1	1. Planning Officer 2. HRMO	Morning Session 9:00 am to 12:00 noon	To be sent upon successful registration
Group 2	1. School Head (no substitute) 2. School-based non-teaching personnel involved in the preparation of eSF7 3. Planning Officer 4. HRMO 5. CID-Chief and Education Program Supervisor	Afternoon Session 1:00 pm to 4:00 pm	bit.ly/eSF7-IE-Orientation2026

3. School Heads and identified personnel shall perform the corresponding responsibilities to ensure the quality, accuracy, completeness, and timely submission of eSF7 data.

3.1 School Heads

3.1.a. Ensure that class programs are prepared in accordance with existing policies and standards on curriculum implementation, teaching assignments, and workload distribution;

3.1.b. Review and validate the personal, plantilla, deployment, and workload information of all school personnel prior to submission;

3.1.c. Ensure the completeness, accuracy, and timeliness of the school's eSF7 submission.



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3.2 Chief Education Supervisors and Education Program Supervisors

3.2.a. Validate class programs to ensure compliance with existing policies and standards on curriculum implementation, teaching assignments, and distribution workload.

3.3 Administrative Unit-Personnel/Administrative Officer IV (HRMO)

3.3.a. Validate personnel-related information, including plantilla items, deployment, position titles, appointments, and other relevant human resource records;

3.3.b. Utilize reported workload data for the validation of teaching overload and other personnel-related benefits.

3.4. Planning Officer

3.4.a. Validate the completeness and accuracy of school profile information and generated summary reports;

3.4.b. Monitor the submission and completion status of schools;

3.4.c. Utilize the validated eSF7 data as one of the references in data analysis, planning, and research-related activities.

4. Attached to this Memorandum are Annexes A and B of DepEd Memorandum No. OUHRODI-2026-3624, containing the following:

4.1. Guidelines on the Accomplishment of the eSF7 through InsightED for SY 2026-2027;
and

4.2. General Process Flow of the eSF7 for SY 2026-2027 Data Collection, Analysis, and Report Generation.

5. All concerned personnel are expected to attend the orientation and actively participate in the discussion to ensure proper understanding and implementation of the eSF7 through the InsightED platform.

6. Related resource materials shall be made available through bit.ly/ESF7 after the orientation sessions.

7. All schools are required to upload the Excel and signed PDF copies of the submitted eSF7 for SY 2026-2027 to this link <https://tinyurl.com/eSF7-SY2026-2027-EscalanteCity> with file format **SchoolID-SchoolName-eSF7SY2026-2027**

8. For questions, technical assistance, and other concerns related to the eSF7 through InsightED, concerned personnel may coordinate through the **InsightED Public Assistance Hub** at bit.ly/InsightED-Ticketing.

9. Immediate dissemination of and strict 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:
eSF7, InsightED

pSy/9/2026



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