



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL No. 2026-05-232

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

May 7, 2026

DIVISION MEMORANDUM

No. 232, s. 2026

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

To : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
OIC – Public Schools District Supervisors
Public Elementary and Secondary School Heads
School-Based Non-Teaching Personnel
All Others Concerned

1. Relative to the issuance of Division Memorandum No. 214, s. 2025 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.
2. To streamline school processes and improve data management, all eSF7 data submissions for SY 2025-2026 will now be done via **InsightED**. This shift ensures faster and more reliable data consolidation.
3. Schools must submit the eSF7 in **.XLSB** format (i.e., the accomplished eSF7 tool). Files in other formats will not be accepted by InsightEd.
4. To prevent server delays and ensure a smooth experience, submissions are scheduled by region. For Region V, the submission window is:

Dates: **May 25–27, 2026**
Platform: **bit.ly/InsightED**

5. School Heads and concerned Schools Based Non-Teaching Personnel are advised to access the following links for reference and technical guidance:

ESF7 AND INSIGHTED GENERAL RESOURCES	
Items	Links
eSF7 Kit (Tool, FAQs, User Guide, etc.)	bit.ly/eSF7-IrigaCity
STRIDE - InsightED	bit.ly/InsightED
eSF7 Hub on InsightED (HTML)	bit.ly/InsightED-eSF7Guide



IRIGA

Sa Serbisyo ng Tapat at Maagap. Sto. Domingo, Lungsod Iriga

6. In addition to the online upload, schools must submit the following to the SGOD Planning and Research Section on or before **May 20, 2026**:

- a. Digital Copies: The accomplished Excel file and a signed PDF scan must be sent via Private Message (PM) to the official Messenger account of the Planning Officer
- b. Physical Copies: Two (2) signed hard copies printed on long bond paper

7. Should there be queries, clarifications, and/or need technical assistance on this matter, you may see/contact Ms. Laraine O. Fenis, Planning Officer III at CP number 09088916330.

8. Immediate dissemination of and strict compliance with this Memorandum is desired.



MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC - Schools Division Superintendent



Ref.: Memorandum DM-OUHRODI-2026-1250 dated April 20, 2026

To be indicated in the Perpetual Index
under the following subjects

**DATA
RESOURCES**

**SCHOOL FORMS
TEACHERS**

PRS/lof
05/07/2026