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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL No.: 2026-09-503 Y.

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

September 23, 2026

DIVISION MEMORANDUM

No. 503, s. 2026

ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) AND TEACHING OVERLOAD MODULES ON INSIGHTED FOR SCHOOL YEAR 2026-2027

To : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
OIC – Public Schools District Supervisors
Division Planning Officer
Administrative Officer IV (HRMO)
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to DM-OUHRODI-2026-3709, entitled Orientation on the Accomplishment of the eSF7 and Teaching Overload Modules on InsightED for SY 2026–2027, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct an Online Orientation Session for Schools on September 24, 2026 (Thursday), from 1:00 PM to 4:00 PM. The meeting link shall be sent on the same day prior to the start of the orientation.
2. The orientation aims to provide school users with a common understanding of the eSF7 and Teaching Overload Modules on InsightED, including their navigation, processes, technical use, updated guidelines, requirements, and timelines for accomplishment, validation, and submission.
3. Attendance of all School Heads is required, as they are responsible for ensuring the accuracy, completeness, and timely submission of the school's eSF7 and related data. School heads shall likewise ensure that concerned school-based non-teaching personnel who are directly involved in the preparation of the eSF7 attend the orientation.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

MRL

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

Ref.: DM-OUHRODI-2026-3709
To be indicated in the Perpetual Index
under the following subject

DATA

FORMS

RESOURCES

TEACHER

PRS/lof
09/23/2026



**IRIGA
SPRINGS**

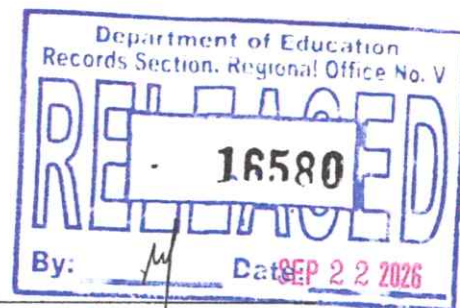
Sa Serbisyo ng Tapat at Maagap,
Edukasyon ang Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION V - BICOL



22 Sep 2026

REGIONAL MEMORANDUM

No. 01271, s. 2026

DISSEMINATION OF DM-OUHRODI-2026-3624 ON THE ACCOMPLISHMENT
OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SCHOOL
YEAR 2026-2027 THROUGH INSIGHTED

To : Assistant Regional Director
Schools Division Superintendents
Chief of Policy, Planning, and Research Division
Chief of Administrative Division
Chiefs, Schools Governance and Operations Division (SGOD)
Public Schools District Supervisors
RO/SDO Administrative Officers V (HRMO)
RO/SDO Planning Officers
School Heads of Public Elementary and Secondary Schools
School-Based Non-Teaching Personnel
All Others Concerned

1. This Office disseminates the enclosed **Memorandum DM-OUHRODI-2026-3624** dated September 1, 2026, titled *"Accomplishment of the Electronic School Form 7 (ESF7) for School Year 2026-2027 Through InsightED."*
2. All concerned are instructed to read the general guidelines for the accomplishment of the Electronic School Form 7 (ESF7) for SY 2026-2027 through InsightED and follow instructions provided in DM-OUHRODI-2026-3624.
3. Dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encl.: As stated.

To be indicated in the Perpetual Index
under the following subjects

DATA
FORMS
RESOURCES
TEACHERS

PPRD/rtb/msc
09/22/2026



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



DEPED V BICOL REGION

From: Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@depd.gov.ph>
Sent: Monday, 21 September 2026 10:52 am
To: DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Negros Island Region (NIR); DEPED ILOCOS NORTE; DEPED ILOCOS SUR; DEPED La Union; DEPED PANGASINAN 1; DEPED PANGASINAN 2; DEPED DAGUPAN CITY; DEPED LAOAG CITY; DEPED SAN CARLOS CITY (REG. 6); DEPED URDANETA CITY; DEPED CANDON CITY; DEPED ALAMINOS CITY; DEPED VIGAN CITY; depedcsfp@gmail.com; DEPED BATAAC CITY; DEPED BATANES; SDO CAGAYAN; DEPED ISABELA; NUEVA VIZCAYA; quirino.depedro2@gmail.com; DEPED TUGUEGARAO; CAUAYAN CITY DEPED; DEPED SANTIAGO CITY; DEPED CITY OF ILAGAN; DEPED SAN JOSE CITY; Division Aurora; DEPED BATAAN; DEPED BULACAN; DEPED NUEVA ECIJA; DEPED PAMPANGA; DEPED TARLAC; DEPED ZAMBALES; DEPED ANGELES CITY; DEPED CABANATUAN CITY; DEPED OLONGAPO CITY; DEPED SAN JOSE DEL MONTE CITY; DEPED GAPAN CITY; DEPED TARLAC CITY; DEPED MUNOZ SCIENCE CITY; DEPED BALANGA CITY; DEPED MALOLOS CITY; DEPED MEYCAUAYAN CITY; DEPED MABALACAT CITY; DepEd Baliwag City; Dasmariñas City; DEPED BATANGAS; DEPED CAVITE; DEPED LAGUNA; DEPED QUEZON; DEPED RIZAL; DIVISION BATANGASCITY; DEPED Cavite City; DEPED LIPACITY; DEPED LUCENA CITY; DEPED SAN PABLO CITY; DEPED CALAMBA CITY; DEPED ANTIPOLO CITY; DEPED TANAUAN CITY; DEPED Sta. Rosa City; DEPED TAYABAS CITY; DEPED BACOR CITY; DEPED IMUS CITY; DEPED BINANCITY; DIVISION CABUYAO; GENERAL TRIAS; SAN PEDRO DIVISION; SANTO TOMAS CALABARZON; CALACA DISTRICT; sdocityofcarmona@gmail.com; DEPED MARINDUQUE; DEPED OCCIDENTAL MINDORO; DEPED ORIENTAL MINDORO; DEPED PALAWAN; DEPED SDO ROMBLON; PUERTO PRINCESA CITY SDO; DEPED CALAPAN CITY; DEPED ALBAY; DEPED CAMARINES NORTE; DEPED CAMARINES SUR; catanduanes; DEPED MASBATE; DEPED SOSOGON; DEPED IRIGA CITY; DEPED LEGAZPI CITY; DEPED NAGA CITY; DEPED SORSOGON CITY; DEPED TABACO CITY; DEPED LIGAO CITY; DEPED MASBATE CITY; DEPED AKLAN; Sdo Antique; DEPED CAPIZ; DepEd Guimaras; DepEd - Schools Division of Iloilo; iloilocitydivision@gmail.com; DEPED ROXAS CITY; DEPED PASSI CITY; DEPED BOHOL; DEPED CEBU; DEPED CEBU CITY; DEPED LAPULAPU; MANDAUE CITY; DEPED TOLEDO CITY; DEPED DANAOG CITY; TAGBILARANCITY DIVISION; TALISAY CITY DIVISION; DepEd SDO Carcar City; DEPED BOGO CITY; cityof.naga@depd.gov.ph; DepEd SDO Biliran; DEPED LEYTE; DEPED SOUTHERN LEYTE; DEPED EASTERN SAMAR; NORTHERN SAMAR; DEPED SAMAR; CALBAYOG CITY; DEPED ORMOC CITY; DEPED TACLOBAN CITY; DEPED MAASIN CITY; DepEd Catbalogan City Division; borongancity@depd.gov.ph; DEPED BAYBAY CITY; ZAMBOANGA DEL NORTE DIVISION; depedzambosur@gmail.com; DEPED ZAMBOANGA SIBUGAY; DEPED DAPITAN CITY; DEPED DIPOLOG CITY; DEPED ISABELA CITY; Danny Cordova; Kiram Irilis; Zamboanga City; DEPED MALAYBALAY CITY; DepEd Bukidnon; depedcamiguin@gmail.com; hazel.jerusalem; DepEd Misamis Occidental; MISAMIS ORIENTAL; DEPED CAGAYAN DE ORO CITY; DepEd Gingoog City; DEPED ILIGAN CITY; deped1miz; DepEd SDO Oroquieta; DEPED TANGUB CITY; depedvalencia21@gmail.com; DEPED EL SALVADOR CITY; DEPED COMPOSTELA VALLEY; DEPED TAGUM CITY; deped.davsur@gmail.com; DEPED DAVAO ORIENTAL; DEPED DAVAO CITY; DEPED

To: DIGOS CITY; DEPED PANABO CITY; SAMAL CITY DIVISION; DEPED MATI CITY; Division Occidental; northcotabato.division@deped.gov.ph; DEPED SARANGGANI; SOUTH COTABATO; DEPED SULTAN KUDARAT; DEPED GENSAN; DEPED KIDAPAWAN; DEPED KORONADAL CITY; DEPED TACURONG CITY; AGUSAN NORTE; DEPED AGUSAN DEL SUR; DEPED BUTUAN CITY; DEPED SIARGAO; DEPED SURIGAO CITY; DEPED SURIGAO DEL NORTE; SURIGAODELSUR DIVISION; DEPED BISLIG CITY; personnel.dinagatdivision@gmail.com; HRMPSB DINAGAT; Division of Bayugan Ci...; DEPED CABADBARAN CITY; DEPED TANDAG CITY; DEPED ABRA; DEPED APAYAO; Benguet Deped Car; DEPED IFUGAO; DEPED KALINGA; DEPED MT PROVINCE; Baguio City; DEPED TABUK CITY; depedsanjuan@gmail.com; DEPED NAVOTAS CITY; DEPED MANILA; DEPED QUEZON CITY; depedpasaycity; DEPED CALOOCAN CITY; SDO MANDALUYONG; SDO MARIKINA; DEPED MAKATI CITY; DEPED PASIG CITY; DEPED PARANAQUE CITY; DEPED LAS PINAS CITY; DEPED VALENZUELA CITY; DEPED MALABON CITY; DEPED TAGUIG PATEROS; DepEd Muntinlupa; DEPED DUMAGUETE CITY; DEPED NEGROS ORIENTAL; DEPED SIQUIJOR; DEPED BAYAWN CITY; DEPED TANJAY; Bais City; DEPED GUIHULNGAN CITY; DEPED NEGROS OCCIDENTAL; DEPED BACOLOD CITY; DEPED BAGOCITY; DEPED CADIZCITYDIVISION; DEPED LACARLOTA CITY; DEPED SAGAY CITY; DEPED SILAY; DEPED KABANKALAN CITY; ESCALANTE CITY; SCHOOLS DIVISION OF HIMAMAYLAN CITY; DEPED SIPALAY CITY; victorias city; DEPED CANLAON CITY

Cc: Office of the Secretary; Office of the Undersecretary for Operations; Office of the Assistant Secretary for Operations; Office of the Assistant Secretary for Operations; BHROD School Effectiveness Division; Ann Margaret Lazaro; Rizza Buiza; Janzen Alarcio; Andrea Lim; MOHAMMAD KHALID GUNTING; Adrian Conti; Sharon Ayala; Sonia Sobremisana; Leona Victoria Teves; Myrben Paul Bacilig; Marck Eric Jhon Esole; haidee.daquel@deped.gov.ph

Subject: [DM-OUHRODI-2026-3624] ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026 – 2027 THROUGH INSIGHTED

Attachments: [DM-OUHRODI-2026-3624] ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026 – 2027 THROUGH INSIGHTED.pdf

Dear REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS and ALL OTHERS CONCERNED,

In accordance with DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023, the Department of Education (DepEd) shall continue the implementation of the Electronic School Form 7 (eSF7) for School Year (SY) 2026–2027 to support the systematic collection, management, and analysis of school-level personnel and assignment data for planning, policy development, resource allocation, and evidence-based decision-making.

As part of DepEd's continuing digital transformation initiatives, the eSF7 has been established as an official tool for collecting, consolidating, analyzing, and reporting school personnel data. To further streamline and modernize school reporting processes, the accomplishment of the **eSF7 has been fully transitioned to the InsightED platform**. This transition improves the consistency, efficiency, and accuracy of personnel information while facilitating the encoding, validation, submission, and management of the expanded scope of school personnel data.

The administration of the **eSF7 through InsightED** enables more timely data updating, validation, submission, and consolidation while providing secure data management and improved accessibility of personnel information across all governance levels. The platform also supports more efficient monitoring and analysis, thereby strengthening the Department's capacity for human resource planning, policy formulation, and operational decision-making.

Accordingly, the Department hereby issues the updated **Guidelines on the Accomplishment of the eSF7 through InsightED for SY 2026 – 2027** (Annex A). In addition, to align the administration of the eSF7 with the revised curriculum delivery and academic calendar, including the implementation of the trimester schedule, the **eSF7 Data Collection, Validation, and Report Generation Process Flow and Timeline** have likewise been updated (Annex B).

To facilitate the smooth implementation of the eSF7 through InsightED, all public elementary and secondary schools must:

1. Be enrolled in the InsightED platform through bit.ly/InsightED; and
2. Have successfully **submitted their eSF7 data for SY 2025 – 2026** through InsightED.

Once these are completed, schools may access the eSF7 modules at bit.ly/eSF7-InsightED to update their respective eSF7 data for SY 2026 – 2027 using a desktop web browser.

To ensure the quality, accuracy, and completeness of the eSF7 data, all governance levels shall exercise shared responsibility in the submission and validation process.

A. All Public Elementary and Secondary Schools

- Ensure that class programs are prepared in accordance with existing policies on curriculum implementation, teaching assignments, and workload distribution.
- Review and validate the personal, plantilla, deployment, and workload information of all school personnel before submission.
- Ensure the completeness, accuracy, and timeliness of the school's eSF7 submission.

B. Schools Division Offices (SDOs)

- Provide technical assistance and oversight to schools in the preparation and validation of class programs and personnel assignments.
- Ensure compliance with existing policies and standards governing curriculum implementation, class organization, and teaching load distribution.
- Review, validate, and monitor the completeness, accuracy, and timeliness of school eSF7 submissions.
- Ensure that all schools within the division have completed and validated their submissions.

The following SDO functional divisions shall perform the corresponding validation responsibilities:

○ Curriculum Implementation Division

- **Validate class programs to ensure compliance with existing policies and standards on curriculum implementation.**

○ Administrative Unit – Personnel

- Validate personnel-related information, including plantilla, deployment, position, appointment, and other human resource records.
- Use the reported workload data for the validation of teaching overload and other benefits.

○ Planning and Research Section

- Validate the completeness and accuracy of school profile information and summary reports.
- Monitor submission of schools.
- Use the reported data, as appropriate, to support relevant reports and analyses and inform planning and policy-related activities.

2. REVIEW AND MONITOR eSF7 DATA SUBMISSION (SDO AND RO LEVELS)

Review	Monitor
Until the 8 th Friday from the opening of term*	
Division Planning Officer and Human Resource Management Officer	Division Planning Officer
- Access InsightED and review the summary and completeness of submitted data from each school. Planning Officer (PO): Validates the completeness and accuracy of the school profile and summary data submitted by schools. Human Resource Management Officer (HRMO): Reviews and validates personnel- and human resource-related data reflected in the eSF7. - Confirm the submission of schools. <i>In the event of incomplete or erroneous eSF7 data, inform the concerned school and return the submission for their appropriate action. Schools may be allowed to rectify their submission.</i>	Monitor the submission of all schools and ensure the timely and complete submission of eSF7 data within their respective Division.
	Regional Planning Officer
	Monitor the complete submission of all SDOs.

* Schedules have been adjusted accordingly (approximately 8 weeks for each data submission period).

The validated data may be used for monitoring, planning, human resource management, and other official reporting purposes.

3. CONSOLIDATION AND ANALYSIS OF eSF7 DATA (CO LEVEL)

Consolidate and Clean	→	Analyze and Generate Report
Until the end of each data collection period*		Until the end of the School Year
BHROD-SED		BHROD-SED
- Consolidate eSF7 data of all Divisions. - Process and clean the submitted reports.		- Analyze eSF7 data. - Report results of analysis.

* Schedules have been adjusted accordingly.

submitted shall reflect the most recent personal information of school personnel and the workload data for the respective terms.

Adjusted eSF7 Data Collection Periods for SY 2026 – 2027

Accomplishment and Submission		→	Review and Monitoring
Schools			ROs and SDOs
Term	Approximately 4 weeks for each term		Approximately 8 weeks for each term
1*	28 September – 23 October 2026		28 September – 18 December 2026
2*	26 October – 20 November 2026		
3	4 – 29 January 2027		11 January – 5 March 2027

* Schedules have been adjusted accordingly.

The General Process Flow for SY 2026 – 2027 is broken down by 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 the eSF7 data.

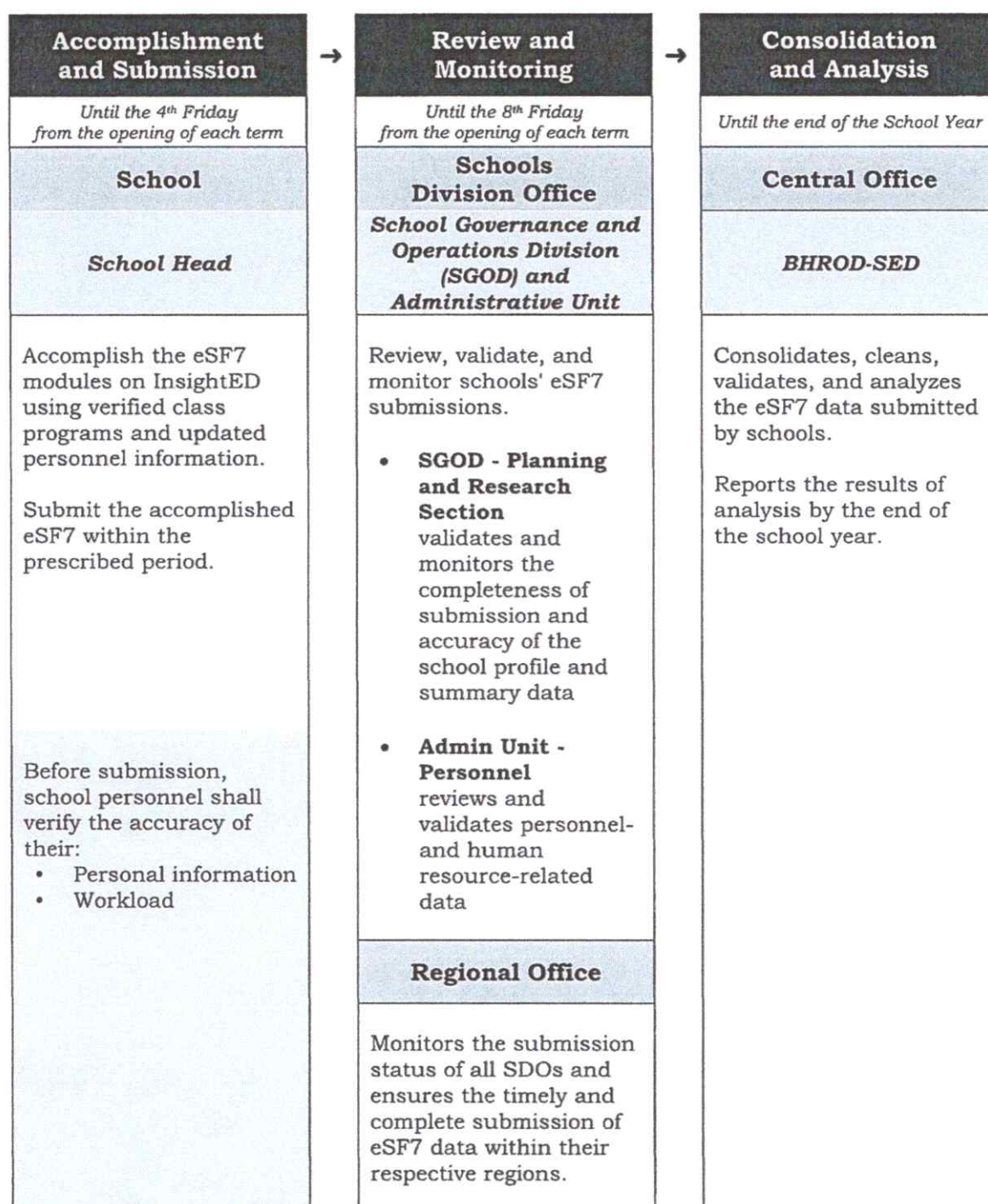
1. ACCOMPLISH AND SUBMIT eSF7 THROUGH INSIGHTED (SCHOOL LEVEL)

Preparation	→	Accomplishment and Verification	→	Submission
Before the start of the school year		Until the 4 th Friday from the opening of term**		Until the 4 th Friday from the opening of term**
School Head		School Head with assistance from NTP		School Head
Prepare the class program* for the new school year <i>Class programs must be verified and validated by the SDO-Curriculum Implementation Division (CID)</i>		1. Access the school's profile on InsightED 2. Accomplish the eSF7 modules for the new school year. <i>Use the class program as a basis for inputting the teaching load.</i>		5. Submit the validated and certified eSF7 data to the SDO-SGOD and Administrative Unit through InsightED. Await confirmation of the submission. 6. Submit the printed SDO-reviewed and confirmed SF7 to the SDO-CID for their monitoring.
		All School Personnel 3. Verify the accuracy of the following information in the accomplished eSF7: • Personal information • Workload* 4. Once all information is verified, the School Head shall certify the completeness and accuracy of the eSF7 data and facilitate its onward submission.		

* School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.

** Schedules have been adjusted accordingly (approximately 4 weeks for each term).

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



To account for the later start of the eSF7 data collection for SY 2026 – 2027, the periods for Terms 1 and 2 shall be adjusted to provide sufficient time for system orientation, user familiarization with the InsightED platform, accomplishment of the eSF7 modules, and review and validation of the submitted data. The data to be

13. The accomplishment of the eSF7 on InsightED shall be completed on or before the fourth Friday from the opening of each term. The School Head shall affix their electronic signature to certify the completeness and accuracy of the submitted eSF7. For schools with no changes to the submitted eSF7 data for the previous term, the School Head shall only be required to recertify that the existing data remains complete, accurate, and up to date.
14. For reporting, records management, and document filing purposes, the SF7 may be printed directly from InsightED. The form shall be automatically formatted for printing on legal- or folio-size bond paper.
15. The Schools Division Office (SDO) shall receive the updated eSF7 data submitted by schools for review and validation. The validated data may be used for monitoring, planning, human resource management, provision of teaching overload pay and other benefits, and other official reporting purposes.

**General Guidelines for the Accomplishment of the
Electronic School Form 7 (eSF7) for SY 2026 – 2027 through InsightED**

1. Consistent with DepEd Order No. 004, s. 2014, the School Form 7 (SF7) shall be accomplished by the School Head at the Beginning of the School Year (BoSY). Non-teaching personnel shall assist the School Head in accomplishing the form.
2. The eSF7 shall be accomplished and maintained through the dedicated facility on InsightED.
3. All school personnel, regardless of position or nature of appointment, shall be reported through the eSF7 on InsightED. The eSF7 shall serve as the official inventory of school personnel and their corresponding workloads.
4. The eSF7 on InsightED shall be opened for updating at the beginning of each term. For public schools, the submitted eSF7 for School Year (SY) 2025 – 2026 shall serve as the baseline data for succeeding updates.
5. Updating teaching load assignments for teaching personnel at all levels, adding or deleting school personnel, modifying personal information, and recording changes to the workload of all school personnel may only be performed during the prescribed updating periods. Senior High Schools (SHS) shall likewise update their records to account for the changes in the subject assignments.
6. In the event of personnel movement or the assignment of additional personnel during the school year, the eSF7 on InsightED shall be updated accordingly during the prescribed updating schedule. The transfer of personnel records between schools may also be performed through the system.
7. The assigned workload of all school personnel shall be reflected in the workload module of the eSF7 on InsightED. **For teaching and related-teaching personnel**, the workload shall include subjects taught, advisory class assignments, teaching-related assignments, official designations, and administrative assignments, as applicable. **For non-teaching personnel**, the workload shall include administrative tasks and other position-related tasks.
8. In assigning teacher workload, School Heads shall be guided by existing policies on teacher workload, including **DepEd Order No. 005, s. 2024**. The computation of teaching load shall likewise be in accordance with the provisions of the said policy.
9. The reported workload and schedule of teaching personnel shall serve as the basis for the computation and validation of teaching overload.
10. For school personnel providing shared services across schools, their complete personal information shall be maintained only in their mother school to prevent duplicate records. Limited personal information shall be shared with the clustered schools, while their respective workload and schedule shall be reflected in each school where services are rendered.
11. Since each school is enrolled as a single entity in InsightED, Integrated Schools shall accomplish only one (1) eSF7 covering all education levels.
12. Prior to the submission of the eSF7 data, all school personnel shall validate the accuracy of their personal information and assigned workload.

- Use the reported workload data for the validation of teaching overload and other benefits.
- **Planning and Research Section**
 - Validate the completeness and accuracy of school profile information and summary reports.
 - Monitor submission of schools.
 - Use the reported data, as appropriate, to support relevant reports and analyses and inform planning and policy-related activities.

C. Regional Offices (ROs)

Policy, Planning, and Research Division and Administrative Division – Personnel

- Ensure the proper dissemination of this Memorandum and provide the necessary guidance to Schools Division Offices regarding its implementation.
- Monitor the submission status and ensure the complete submission of all Schools Division Offices.
- Provide technical assistance to SDOs, as necessary.
- Use the reported data, as appropriate, to support relevant reports and analyses and inform planning and policy-related activities.

D. Central Office

Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)

- Administer and maintain the eSF7 modules on InsightED.
- Provide technical guidance and policy clarifications.
- Monitor nationwide submission and data quality.
- Consolidate and analyze eSF7 data for policy development, planning, and reporting.

To support the implementation of the eSF7 through InsightED, orientation sessions, technical assistance activities, user guides, and other advocacy materials shall be made available. The details of these activities shall be communicated through a separate issuance.

For clarifications, please contact **Mx. Ann Lazaro** of BHROD-SED at **(02) 8633-5397** or through **bhrod.sed@deped.gov.ph**.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Governance and Operations
Office of the Assistant Secretary for Field Operations



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	3 of 8



Accordingly, the Department hereby issues the updated **Guidelines on the Accomplishment of the eSF7 through InsightED for SY 2026 – 2027** (Annex A). In addition, to align the administration of the eSF7 with the revised curriculum delivery and academic calendar, including the implementation of the trimester schedule, the **eSF7 Data Collection, Validation, and Report Generation Process Flow and Timeline** have likewise been updated (Annex B).

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To ensure the quality, accuracy, and completeness of the eSF7 data, all governance levels shall exercise shared responsibility in the submission and validation process.

A. All Public Elementary and Secondary Schools

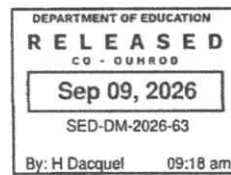
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B. Schools Division Offices (SDOs)

- Provide technical assistance and oversight to schools in the preparation and validation of class programs and personnel assignments.
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- Review, validate, and monitor the completeness, accuracy, and timeliness of school eSF7 submissions.
- Ensure that all schools within the division have completed and validated their submissions.

The following SDO functional divisions shall perform the corresponding validation responsibilities:

- **Curriculum Implementation Division**
 - Validate class programs to ensure compliance with existing policies and standards on curriculum implementation.
- **Administrative Unit – Personnel**
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-3624

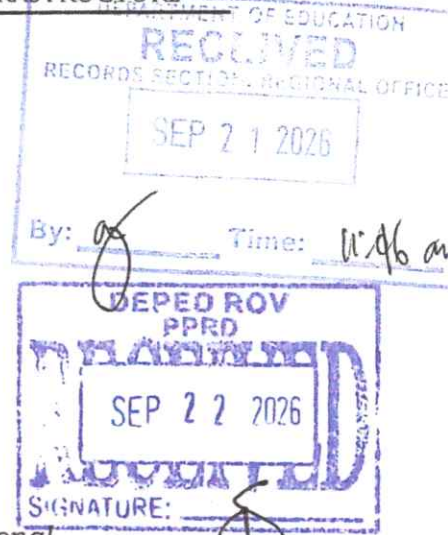
FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

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

E-signed by
Wilfredo Cabral
9/9/2026 6:31:52 PM

SUBJECT : **ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026 - 2027 THROUGH INSIGHTED**

DATE : 01 September 2026



In accordance with **DepEd Order No. 004, s. 2014**, and **DepEd Memorandum No. 52, s. 2023**, the Department of Education (DepEd) shall continue the implementation of the Electronic School Form 7 (eSF7) for School Year (SY) 2026-2027 to support the systematic collection, management, and analysis of school-level personnel and assignment data for planning, policy development, resource allocation, and evidence-based decision-making.

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Doc. Ref. Code	DM-OUHROD	Rev	00
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C. Regional Offices (ROs)

Policy, Planning, and Research Division and Administrative Division – Personnel

- Ensure the proper dissemination of this Memorandum and provide the necessary guidance to Schools Division Offices regarding its implementation.
- Monitor the submission status and ensure the complete submission of all Schools Division Offices.
- Provide technical assistance to SDOs, as necessary.
- Use the reported data, as appropriate, to support relevant reports and analyses and inform planning and policy-related activities.

D. Central Office

Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)

- Administer and maintain the eSF7 modules on InsightED.
- Provide technical guidance and policy clarifications.
- Monitor nationwide submission and data quality.
- Consolidate and analyze eSF7 data for policy development, planning, and reporting.

To support the implementation of the eSF7 through InsightED, orientation sessions, technical assistance activities, user guides, and other advocacy materials shall be made available. The details of these activities shall be communicated through a separate issuance.

For clarifications, please contact **Mx. Ann Lazaro** of BHROD-SED at **(02) 8633-5397** or through **bhrod.sed@deped.gov.ph**.

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