



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

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DIVISION MEMORANDUM

No. 902, s. 2026

23 SEP 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. In reference to Memorandum OUHRODI-2026-3624 dated September 1, 2026, titled "*Accomplishment and Submission of the Electronic School Form 7 (eSF7) for School Year 2026-2027 through InsightED*," all public elementary and secondary schools are directed to accomplish and submit the eSF7 for SY 2026-2027 through the InsightED platform.
2. 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.
3. School Heads shall accomplish the eSF7 within the prescribed timeline, in accordance with the *Guidelines on the Accomplishment of the eSF7 through InsightED for SY 2026-2027 (Annex A)* and the *eSF7 Data Collection, Validation, and Report Generation Process Flow and Timeline (Annex B)* of the attached Memorandum.
4. In accomplishing the eSF7, schools shall ensure that:
 - the school is properly enrolled and has access to the InsightED platform;
 - the eSF7 module is accessed through the prescribed platform;
 - all required personnel, teaching assignments, workload, plantilla, deployment, and other relevant information are complete, accurate, and updated;
 - encoded data are consistent with existing official school personnel records and supporting documents; and
 - the accomplished eSF7 undergoes school-level validation and review by the School Head prior to submission.
5. The concerned functional divisions/units of the Schools Division Office shall perform the following responsibilities:
 - a. *Curriculum Implementation Division (CID)*
 - Validate class programs and teaching assignments for compliance with existing policies and standards on curriculum implementation.



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b. Administrative Unit – Personnel

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

c. Planning Unit

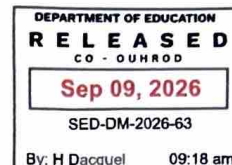
- Validate the completeness and accuracy of school profile information and summary reports
- Monitor the submission status of schools
- Use validated eSF7 data, as appropriate, to support relevant reports, planning, and policy-related activities.

6. Immediate dissemination of and strict compliance with this Memorandum are directed.

VILMA D. BDA, CESO V
Schools Division Superintendent

SGOD/gpc/eSF7





Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-3624

2609-2088 E 1635

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
E-signed by
Wilfredo Cabral
2026-09-09 6:31:52 PM
*Undersecretary for Human Resource and Organizational
Development and Infrastructure*

**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.

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.

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:

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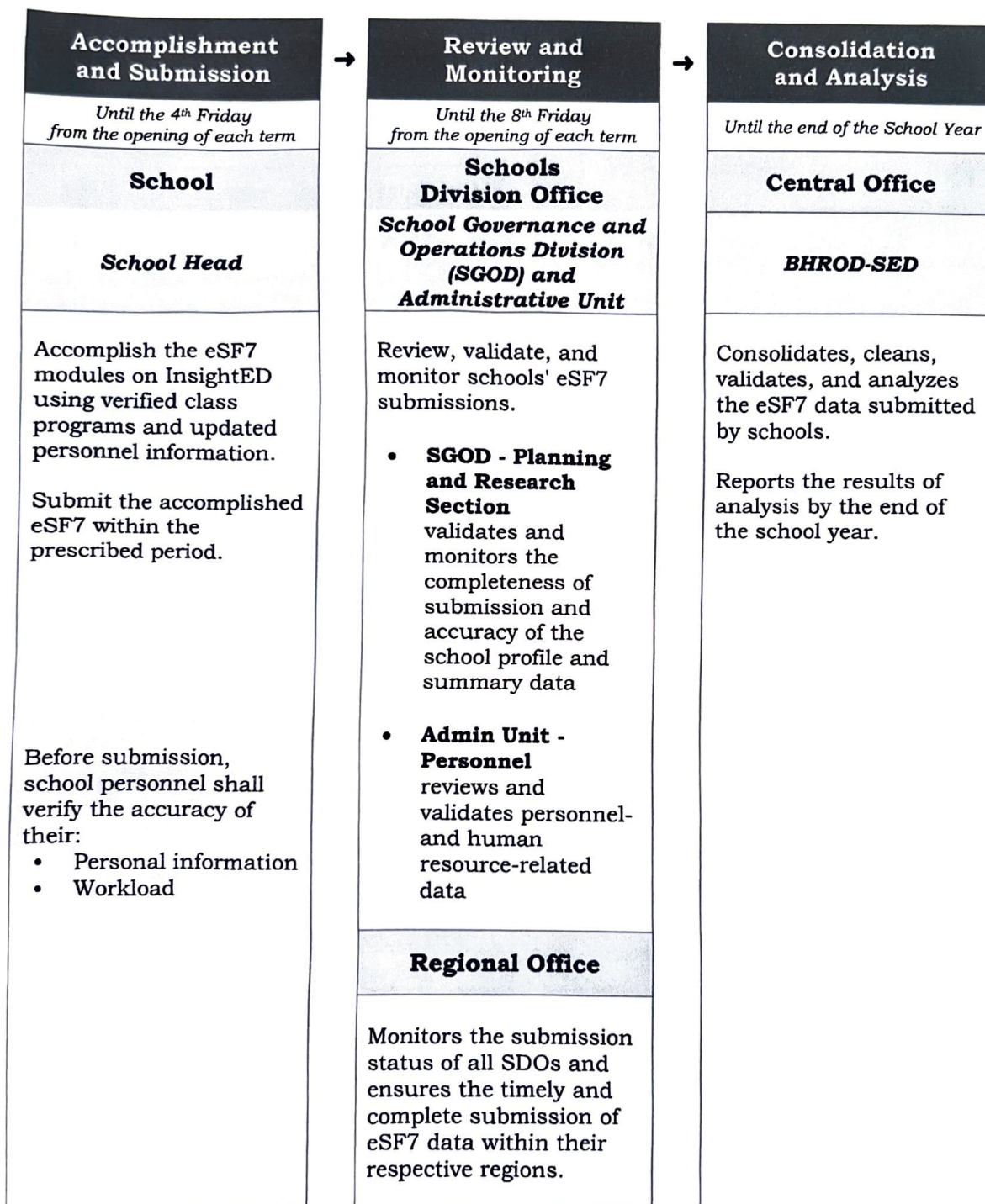


**General Guidelines for the Accomplishment of the
Electronic School Form 7 (eSF7) for SY 2026 – 2027 through InsightED**

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.

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 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

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		11 January – 5 March 2027	
3	4 – 29 January 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	All School Personnel	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>	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.	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.

* 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).

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

Review	Monitor
<i>Until the 8th Friday from the opening of term*</i>	
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
<i>Until the end of each data collection period*</i>		<i>Until the end of the School Year</i>
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.