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

**DIVISION MEMORANDUM**

No. 914, s. 2026

20 OCT 2026

**ADJUSTED TIMELINE FOR eSF7 DATA SUBMISSION AND COLLECTION FOR  
SY 2026-2027**

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

1. In reference to DM-OUHRODI-2026-3624, *Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026-2027 through InsightED*, and the Advisory dated October 13, 2026, all public schools are hereby informed of the adjusted timeline for eSF7 data submission and collection due to the ongoing system maintenance of the eSF7 portal on InsightED.

2. The adjusted timeline is as follows:

| Term | Schools: Accomplishment and Submission | ROs and SDOs: Review and Monitoring |
|------|----------------------------------------|-------------------------------------|
| 1    | September 28–October 30, 2026          | September 28–December 18, 2026      |
| 2    | November 3–27, 2026                    |                                     |
| 3    | January 4–29, 2027                     | January 11–March 5, 2027            |

3. School Heads are advised to take note of the adjusted schedule and ensure the timely accomplishment and submission of eSF7 data within the prescribed periods.

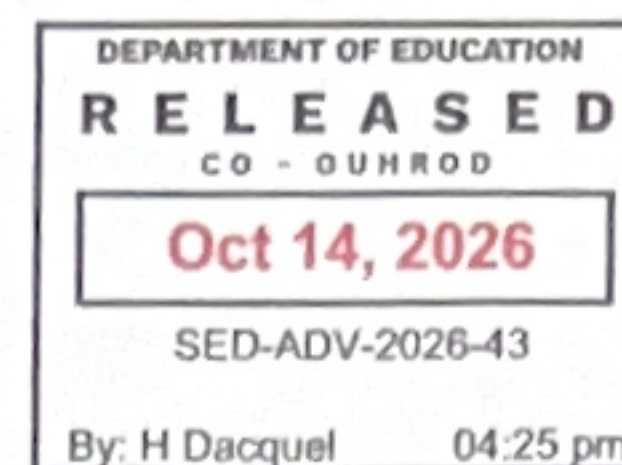
4. Immediate dissemination and compliance with this Memorandum is enjoined.

SGOD/RQR/gpc



**VILMA D. EDA, CESO V**  
Schools Division Superintendent





Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE**

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**ADVISORY**

October 13, 2026

This refers to DM-OUHRODI-2026-3624, **Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026-2027 through InsightED.**

Due to the ongoing system maintenance of the eSF7 portal on InsightED, the timeline for eSF7 accomplishment and data submission has been adjusted as follows:

**Adjusted Timeline for eSF7 Data Submission  
and Collection for SY 2026-2027**

| Accomplishment and Submission |                                     | → | Review and Monitoring               |  |
|-------------------------------|-------------------------------------|---|-------------------------------------|--|
| Schools                       |                                     |   | ROs and SDOs                        |  |
| <b>Term</b>                   | Approximately 4 weeks for each term |   | Approximately 8 weeks for each term |  |
| <b>1</b>                      | 28 September – 30 October 2026*     |   | 28 September – 18 December 2026     |  |
| <b>2</b>                      | 3 November – 27 November 2026*      |   |                                     |  |
| <b>3</b>                      | 4 – 29 January 2027                 |   | 11 January – 5 March 2027           |  |

\* With adjustments

All concerned offices and schools are advised to take note of the adjusted timeline and ensure the timely accomplishment, submission, review, and monitoring of eSF7 data within the prescribed periods.

For information and appropriate action.

Thank you very much!

E-signed by  
Wilfredo Cabral  
10/14/2026, 4:13:03 PM

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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