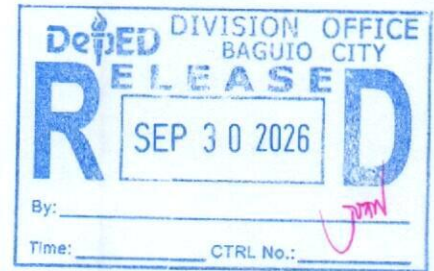




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



30 September 2026

DIVISION MEMORANDUM

No. **654-2026**

**ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7
FOR SY 2026-2027 THROUGH THE INSIGHTED PLATFORM**

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

1. Relative to the Department of Education Memorandum 3624, s. 2026 titled "Accomplishment of the Electronic School Form 7 (ESF7) For School Year 2026-2027 Through InsightED," the Bureau of Human Resource and Organizational Development transitioned the submission of the electronic school form 7 (eSF7) to the InsightED platform. The 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. With this, all schools are directed to update their eSF7 through the InsightED not later than **October 15, 2026**.
2. Attached in this memorandum is DM-OURHRODI-2026-3624 for the detailed roles and responsibilities of different governance level.
3. For assistance, school personnel in-charge of accomplishing the eSF7 may contact staff from the Planning and Research Section at 446-6738 or email at planresearchbaguio@gmail.com.
4. Immediate and wide dissemination of this Memorandum is required.

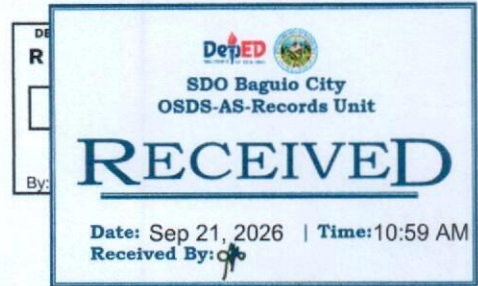
SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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
9/21/2026 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.

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**.

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Office of the Assistant Secretary for Field Operations