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Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 13, 2026

DIVISION MEMORANDUM
No. 608, s. 2026

ONLINE ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026–2027 THROUGH INSIGHTED

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Memorandum DM-OUHRODI-2026-3624**, titled *"Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 through InsightED,"* and in accordance with DepEd Order No. 004, s. 2014 and DepEd Memorandum No. 52, s. 2023, this Office shall conduct an **Online Orientation on the Accomplishment of the Electronic School Form 7 (eSF7) for SY 2026–2027 through InsightED** on **October 15, 2026 (Thursday), from 1:00 PM to 3:00 PM**, via Microsoft Teams.

2. The activity aims to provide school personnel with the necessary guidance on the updated policies, procedures, and timelines for accomplishing the eSF7 through InsightED, ensuring the completeness, accuracy, and timely submission of school personnel and workload data.

3. Specifically, the orientation shall cover the following:
   a. Overview of DM-OUHRODI-2026-3624 and the updated eSF7 guidelines;
   b. Accessing and navigating the eSF7 modules through InsightED;
   c. Procedures for updating, validating, certifying, and submitting school personnel and workload information;
   d. Roles and responsibilities of schools and concerned Schools Division Office functional units in data validation and monitoring; and
   e. Prescribed submission timelines and other implementation concerns.

4. David Russell Pre of Sto. Rosario National High School, Apalit, Pampanga, shall serve as the discussant for the activity. He shall facilitate the discussion of the updated eSF7 guidelines, demonstrate the procedures for accomplishing the required information through InsightED, and address relevant technical concerns raised by the participants.

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5. Public Elementary and Secondary School Heads, and/or designated school eSF7 Coordinators/Encoders are enjoined to participate in the orientation. Concerned school-based non-teaching personnel involved in the accomplishment of the eSF7 are likewise encouraged to attend.

6. Participants shall join the orientation through Microsoft Teams using the meeting link: https://tinyurl.com/eSF7OrientPampanga

They are advised to ensure a stable internet connection and prepare their questions or concerns regarding the accomplishment of the eSF7.

7. All concerned schools are reminded that, pursuant to the adjusted timeline prescribed under Annex B of the aforementioned Memorandum, the deadline for the **Term 1 accomplishment and submission of eSF7 is October 23, 2026**, while the submission period for **Term 2 is October 26 to November 20, 2026**. School Heads shall ensure that all submitted information is complete, accurate, and properly validated.

8. The **SGOD–Planning and Research Section**, in coordination with the concerned functional units, shall facilitate the orientation and provide the necessary technical assistance to schools.

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

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

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