



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 172 s, 2026

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM (eSF7)  
DATA FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance & Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Pursuant to DepEd Memorandum DM-OUHRODI-2026-1250 dated April 20, 2026, titled "Submission of the Electronic School Form 7 (eSF7) Data for School Year 2025-2026," this Office directs all public schools to submit their eSF7 data for the current school year through the InsightED platform.

2. The submission initiative aims to streamline school processes, enhance operational efficiency, and strengthen data collection and analysis systems within the Department.

3. To ensure system stability and provide technical support, this Division shall strictly adhere to the regional submission schedule. Our region NCR is scheduled for:

- **Submission Window:** April 27-30, 2026
- **Platform Link:** [bit.ly/InsightED](https://bit.ly/InsightED).

4. **Specific Guidelines for School Heads:**

- Ensure the **accuracy and completeness** of data reflected in the eSF7.
- The eSF7 must be accomplished based on a **verified class program** and include accurate personal information and teaching workloads.
- Submit the accomplished eSF7 in **.XLSB format** only through InsightED.
- Submit a **signed PDF copy** of the eSF7 through the link: <https://bit.ly/M07-eSF7--2025-2026> and furnish the Curriculum Implementation Division (CID) with a copy.

5. **Review and Monitoring:**

- The **Division Planning Officer** shall review the summary and completeness of submitted data through InsightED.
- Incomplete data will be returned to the school concerned for appropriate action.
- The **Division Information Technology Officer (ITO)** is available to provide technical assistance regarding InsightED navigation.



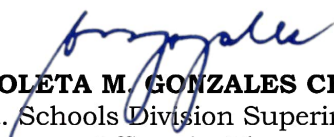
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6. For detailed instructions on downloading InsightED and navigating the eSF7 Hub, personnel may visit **[bit.ly/InsightED-eSF7Guide](https://bit.ly/InsightED-eSF7Guide)**.
7. For any inquiries or technical assistance, concerned personnel may contact the Planning and Research Section via email at [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).
8. Immediate and wide dissemination of this Memorandum is directed.

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: none  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

ELECTRONIC SCHOOL FORM  
PERSONNEL  
SCHOOL

JDN/DM/ Submission of the Electronic School Form (eSF7) Data for School Year 2025-2026  
172 /April 24, 2026

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NUM-2026-172



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