



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent


MAY 04 2026

MEMORANDUM

**ADJUSTED SUBMISSION PERIOD FOR THE  
ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SY 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. This Office informs all concerned schools of the adjusted submission period for the Electronic School Form 7 (eSF7) for School Year 2025–2026, in line with the recent advisory from the Central Office. Attached to this Memorandum is the DepEd Advisory on the Adjusted Schedule for reference and guidance.
2. In this regard, all schools are directed to ensure the timely preparation, validation, and submission of the eSF7 within the revised schedule to facilitate accurate and efficient data consolidation.
3. Schools are reminded to strictly adhere to data quality standards, ensuring that all entries are accurate, complete, and consistent with supporting documents prior to submission.
4. The Schools Division Office, through the SGOD - Planning and Research Section, shall monitor compliance and provide necessary technical assistance to schools encountering issues during the submission process.
5. Immediate dissemination of, and strict compliance with 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:

eSF7

PERSONNEL

SCHOOL

JDN/DM/Adjusted Submission Period for the Electronic School Form 7 (eSF7) for SY 2025–2026  
184 /May 4, 2026



Republika ng Pilipinas  
**Department of Education**

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

## ADVISORY

27 April 2026

This advisory informs all public schools of updates to DM-OUHRDI-2026-1250, titled “*Submission of the Electronic School Form 7 (eSF7) Data for School Year 2025–2026,*” dated April 20, 2026, particularly the eSF7 submission schedule.

**The submission period has been rescheduled from April 27–May 22, 2026, to May 4–29, 2026.** Accordingly, the regional submission schedule is adjusted as follows:

### Adjusted eSF7 Data for SY 2025 – 2026 Submission Schedule by Region

Adjusted Submission Schedule		Regions
<b>Week 1</b>	May 4 – 8, 2026	Region I, Region II, MIMAROPA, CAR, NCR
<b>Week 2</b>	May 11 – 15 2026	Region VIII, Region VI, Region VII, NIR
<b>Week 3</b>	May 18 – 22, 2026	Region IX, Region X, Region XI, Region XII, CARAGA
<b>Week 4</b>	May 25 – 29, 2026	Region V, Region III, Region IV-A

These adjustments shall provide Schools Division Offices sufficient time to conduct orientations and allow schools to prepare and update their eSF7 accordingly. The submission process remains unchanged and shall be done through **InsightED** ([bit.ly/InsightED](https://bit.ly/InsightED)).

For information and appropriate action.

Thank you very much!

  
**WILFREDO E. CABRAL**

Undersecretary

Human Resource and Organizational Development and Infrastructure