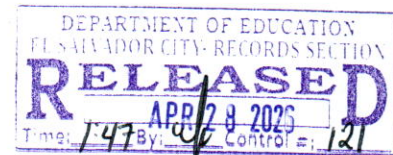




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



April 28, 2026

DIVISION MEMORANDUM
 NO. 121, s. 2026

SUBMISSION OF ELECTRONIC SCHOOL FORM 7 THROUGH THE
 INSIGHTED MOBILE APPLICATION

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Division Planning Officer III
 All Public Secondary School Heads
 All Others Concerned

1. In reference to the DM-OUHROD-2025-1615 titled "Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2025-2026", this Office, through the School Governance Operation Division (SGOD), directs the field to update their existing eSF7 records/data in preparation for submission.

2. Following the timelines provided by the Central Office, the field is likewise directed to properly and strictly observe the following activities to ensure readiness prior to the actual date of submission:

Activities	Dates
1. Review, Updating and Finalization of entries in the eSF7 (SY 2025-2026)	April 24-May 8, 2026
2. Uploading/Submission of the updated eSF7 to the link created by the Division Office. See item 3.b below	May 11-15, 2026
3. Uploading/Submission of eSf7 to the InsigthED Mobile Application	May 18-22, 2026


3. Lastly, please refer the following links for additional information and reference:

- a. eSF7 Kit (Tool, FAQs, User Guide, etc) | bit.ly/eSF7
- b. eSF7 copy for Division Office | https://bit.ly/eSF7_DO



9. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
 Schools Division Superintendent



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.org

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