Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVED FOR TRANSMISSION:
ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V

Office of the Schools Division Superintendent

19 OCTOBER 2026

DIVISION MEMORANDUM
NO.: 611, S. 2026

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary LIS Coordinators
Public Elementary and Secondary School Teachers

ADJUSTED TIMELINE FOR THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026–2027 THROUGH INSIGHTED

1. Attached for the guidance of all concerned is the Advisory dated October 13, 2026, from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (HROD&I), referring to DM-OUHRODI-2026-3624 on the accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 through InsightED, which announces the adjusted timeline for eSF7 accomplishment and data submission due to the ongoing system maintenance of the eSF7 portal.

Term	**Schools: Accomplishment and Submission (approx. 4 weeks per term)**	**Regional Offices and SDOs: Review and Monitoring (approx. 8 weeks per term)**
1	Until **October 30, 2026***	September 28 – December 18, 2026
2	**November 3 – 27, 2026***	(covered by the period above)
3	**January 4 – 29, 2027**	January 11 – March 5, 2027

**With adjustments*

2. School Principals are enjoined to ensure that LIS Coordinators and teachers accomplish and submit their eSF7 data in InsightED within the prescribed periods.
3. District Supervisors shall monitor and assist schools within their districts so that eSF7 submissions are complete and timely. They shall also relay any technical concerns on the InsightED portal to the Division Office.
4. The Division Planning Office review and monitor the submitted eSF7 data within the periods set by the Department.
5. Immediate and wide dissemination of and compliance with this Memorandum is directed.

VIVIAN LUZ S. PAGATPATAN, PhD, CESO V
Schools Division Superintendent

7. Encl.: Advisory dated October 13, 2026 (DM-OUHRODI-2026-3624)

Oct 14, 2026
SED-ADV-2026-43

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

RECEIVED

ADVISORY
October 13, 2026

This refers to DM-OUHRODI-2026-3624, ***Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 through InsightED.***

Due to the ongoing system maintenance of the eSF7 portal on InsightED, the timeline for eSF7 accomplishment and data submission has been adjusted as follows:

Adjusted Timeline for eSF7 Data Submission and Collection for SY 2026–2027

	Accomplishment and Submission	→	Review and Monitoring
	Schools		**ROs and SDOs**
Term	*Approximately 9 weeks for each term*		*Approximately 6 weeks for each term*
1	29 September **30 October 2026***		28 September – 18 December 2026
2	**3 November – 27 November 2026***		
3	4 – 29 January 2027		11 January – 5 March 2027

** With adjustments*

All concerned offices and schools are advised to take note of the adjusted timeline and ensure the timely accomplishment, submission, review, and monitoring of eSF7 data within the prescribed periods.

For information and appropriate action.

Thank you very much!

E-signed by
Wilfredo Cabral
10/14/2026 4:13:03 PM

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development and Infrastructure