



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

25 SEP 2026

DIVISION MEMORANDUM
No. 453, s. 2026

**ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL
FORM 7 (ESF7) AND TEACHING OVERLOAD MODULES ON THE INSIGHTED
FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is DM-OUHRODI-2026-3709 **Orientation on the Accomplishment of the Electronic School Form 7 (ESF7) and Teaching Overload Modules on the INSIGHTED for School Year 2026-2027** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are hereby directed.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: DM-OUHRODI-2026-3709
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS / SCHOOL / DATA

[DM-OUHRODI-2026-3709] ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) AND TEACHING OVERLOAD MODULES ON INSIGHTED FOR SCHOOL YEAR 2026 – 2027

From Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)
<usec.hrod@deped.gov.ph>

Date Mon 9/21/2026 11:08 AM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>

Cc Office of the Secretary <osec@deped.gov.ph>; Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Office of the Assistant Secretary for Operations <asec.ops@deped.gov.ph>; Office of the Assistant Secretary for Operations <oasops@deped.gov.ph>; BHROD School Effectiveness Division <bhrod.sed@deped.gov.ph>; Ann Margaret Lazaro <ann.lazaro001@deped.gov.ph>; Mave-ryn Jade BaLEAN <maverynjade.baLEAN@deped.gov.ph>; Rizza Buiza <rizza.buiza@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Myrben Paul BacLig <myrben.bacLig@deped.gov.ph>; Marck Eric Jhon Esole <marck.esole@deped.gov.ph>; haidee.daquel@deped.gov.ph <haidee.daquel@deped.gov.ph>

 1 attachment (601 KB)

[DM-OUHRODI-2026-3709] ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) AND TEACHING OVERLOAD MODULES ON INSIGHTED F.pdf;

Dear REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS and ALL OTHERS CONCERNED,

In support of the implementation of the Electronic School Form 7 (eSF7) on InsightED, through DM-OUHRODI-2026-3624, titled “Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 Through InsightED,” the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct back-to-back **online orientation sessions for the primary users of the eSF7 and InsightED on September 24, 2026 (Thursday) via MS Teams.**

The full transition of the eSF7 data collection, validation, and report generation processes to the InsightED platform requires users to have a clear understanding of the system, its functionalities, and the updated processes for eSF7 accomplishment and submission. Further, as the eSF7 data supports the reporting and processing of teaching overload pay and

other related benefits, the orientation shall also cover the **Teaching Overload Module** on InsightED. Specifically, the orientation aims to:

- **Ensure Knowledge Transfer:** Provide a common understanding of the eSF7 and Teaching Overload Modules on InsightED, including their navigation, processes, and technical use;
- **Define Roles and Responsibilities:** Clarify the roles and responsibilities of the Regional Offices (ROs), Schools Division Offices (SDOs), and Schools in the implementation and processing of the eSF7 and Teaching Overload Modules on InsightED; and
- **Provide Clarification on Updated Guidelines and Timelines:** Discuss the updated guidelines, procedures, requirements, and timelines for the accomplishment, validation, submission, and processing of the eSF7 data.

The participants shall be grouped according to their respective roles and areas of focus, as follows:

- **Group 1: Regional Offices (ROs) and Schools Division Offices (SDOs)**
This orientation session focuses on the navigation and use of the eSF7 Monitoring Portal on InsightED for the review and monitoring of eSF7 and Teaching Overload data submitted by schools.
 - RO and SDO Planning Officers (POs)
 - RO and SDO Human Resource Management Officers (HRMOs)
- **Group 2: Schools**
This orientation session focuses on the navigation and accomplishment of the eSF7 and Teaching Overload modules on InsightED for school users.
 - School Heads (**required**)
 - SDO Planning Officers (POs) and SDO Human Resource Management Officers (HRMOs)
 - School-based non-teaching personnel involved in the preparation of the eSF7 are **encouraged to attend (optional)**.

The online orientation session for **Group 1** shall be conducted via **MS Teams Meeting**, and **registration is required for all intended participants**.

The online orientation session for **Group 2** shall be conducted via **MS Teams Meeting – Town Hall** to accommodate a larger number of participants. Schools Division Offices are encouraged to rebroadcast the session within their respective Divisions to provide wider access, particularly for school representatives who are unable to join through the official meeting link.

Kindly refer to **Annex A** for the complete details of the **Online Orientation on the Accomplishment of the eSF7 and Teaching Overload Modules on InsightED for SY 2026–2027**.

Related resource materials shall be made available online via bit.ly/eSF7 after the orientation sessions. Participants are also encouraged to access the **InsightED Public Assistance Hub** at bit.ly/InsightED-Ticketing for questions, technical assistance, and other related concerns.

For clarifications, please contact **Mx. Ann Lazaro** or **Ms. Mave-ryn Jade Balean** of the BHROD-SED at **(02) 8633-5397** or through bhrod.sed@deped.gov.ph.

(Sgd.) WILFREDO E. CABRAL

*Undersecretary for Human Resource and Organizational Development
and Infrastructure*



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)

Tel. No.: (02) 8633-7206 | Telefax No.: (02) 8631-8494

DEPARTMENT OF EDUCATION

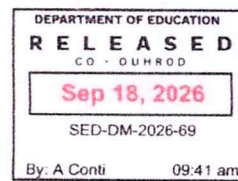
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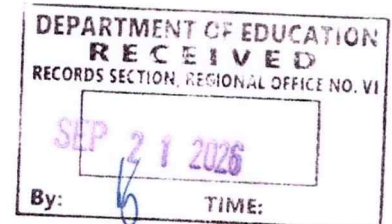
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-3709

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED**



FROM : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational Development and Infrastructure

E-signed by
Wilfredo Cabral
9/21/2026, 10:02:32 PM

SUBJECT : **ORIENTATION ON THE ACCOMPLISHMENT OF THE
ELECTRONIC SCHOOL FORM 7 (ESF7) AND TEACHING
OVERLOAD MODULES ON INSIGHTED FOR SCHOOL YEAR 2026
- 2027**

DATE : 11 September 2026

In support of the implementation of the Electronic School Form 7 (eSF7) on InsightED, through **DM-OUHRODI-2026-3624**, titled "**Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026-2027 Through InsightED,**" the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct back-to-back **online orientation sessions for the primary users of the eSF7 and InsightED on September 24, 2026 (Thursday) via MS Teams.**

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 - RO and SDO Planning Officers (POs)
 - RO and SDO Human Resource Management Officers (HRMOs)
- **Group 2: Schools**
*This orientation session focuses on the navigation and accomplishment of the **eSF7 and Teaching Overload modules on InsightED** for school users.*
 - School Heads (**required**)
 - SDO Planning Officers (POs) and SDO Human Resource Management Officers (HRMOs)
 - School-based non-teaching personnel involved in the preparation of the eSF7 are **encouraged to attend (optional)**.

The online orientation session for **Group 1** shall be conducted via **MS Teams Meeting**, and **registration is required for all intended participants**.

The online orientation session for **Group 2** shall be conducted via **MS Teams Meeting – Town Hall** to accommodate a larger number of participants. Schools Division Offices are encouraged to rebroadcast the session within their respective Divisions to provide wider access, particularly for school representatives who are unable to join through the official meeting link.

Kindly refer to **Annex A** for the complete details of the **Online Orientation on the Accomplishment of the eSF7 and Teaching Overload Modules on InsightED for SY 2026–2027**.

Related resource materials shall be made available online via **bit.ly/eSF7** after the orientation sessions. Participants are also encouraged to access the **InsightED Public Assistance Hub** at **bit.ly/InsightED-Ticketing** for questions, technical assistance, and other related concerns.

For clarifications, please contact **Mx. Ann Lazaro** or **Ms. Mave-ryn Jade Balean** of the BHRD-SED at **(02) 8633-5397** or through **bhrod.sed@deped.gov.ph**.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Governance and Operations
Office of the Assistant Secretary for Field Operations

GROUP 1: ONLINE ORIENTATION SESSION FOR ROs AND SDOs

Participants	: • Planning Officers (POs) • Human Resource Management Officers (HRMOs)
Schedule	: September 24, 2026 (Thursday) 9 AM – 12 PM
Meeting Link (MS Teams Meeting)	: (Link to be sent upon successful registration.)
Registration Process	: How to register: 1. Register through the link below using your assigned DepEd personal account (e.g., <i>juan.delacruz@deped.gov.ph</i>): bit.ly/eSF7-IE-Orientation2026-Reg 2. Complete the registration by 3:00 PM on Wednesday, 23 September 2026 . 3. Receive the MS Teams Meeting link via the email address provided during registration on the last day of the registration period.
<i>Important Note:</i> Timely registration is strongly encouraged for the SDO representatives who will facilitate the broadcast of the Group 2 orientation session to schools. Due to the participant capacity of the MS Teams Meeting-Townhall, priority access will be given to SDO representatives who complete their registration within the prescribed period. This will allow them to join the Group 2 session early and facilitate its broadcast to schools in their respective areas.	

Indicative Program Flow

Start	Activity	Duration
9:00 AM	Preliminaries	30 mins
9:30 AM	Orientation Proper I. Updated Guidelines, General Process Flow, and Timelines II. Navigation of the eSF7 and Teaching Overload modules on InsightED III. Navigation of the eSF7 Monitoring Portal on InsightED for ROs and SDOs	120 mins
11:30 AM	Frequently Asked Questions and Open Forum	20 mins
11:50 AM	Closing and Administrative Reminders	10 mins
		180 mins (3 hours)

GROUP 2: ONLINE ORIENTATION SESSION FOR SCHOOLS

Participants	: • School Heads (required) • Planning Officers and Human Resource Management Officers • School-based non-teaching personnel involved in the preparation of the eSF7
Schedule	: 24 September 2026 (Thursday) 1 PM – 4 PM
Meeting Link	: bit.ly/eSF7-IE-Orientation2026 <i>(MS Teams Meeting – Town Hall)</i> <i>If the online meeting has reached its participant capacity, please coordinate with your respective SDO to access the session through the SDO's broadcast.</i>

Indicative Program Flow

Start	Activity	Duration
1:00 PM	Preliminaries	30 mins
1:30 PM	Orientation Proper I. Updated Guidelines, General Process Flow, and Timelines II. Navigation of the eSF7 and Teaching Overload modules on InsightED	120 mins
3:30 PM	Frequently Asked Questions	20 mins
3:50 PM	Closing and Administrative Reminders	10 mins
		180 mins (3 hours)