



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 April 2026

DIVISION MEMORANDUM
No. 291 s. 2026

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) DATA
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the issuance of **DM-OUHRODI-2026-1250** titled **“Submission of the Electronic School Form 7 (eSF7),”** this Office requests all public schools to accomplish and submit their eSF7 data for School Year 2025-2026 **through InsightED not later than May 22, 2026.**
2. For the detailed instructions on downloading InsightED and navigating the eSF7 Hub within the app, please visit bit.ly/InsightED-eSF7Guide. Also, school heads are encouraged to review the **user guides, FAQs** and **other reference materials** that can be accessed through bit.ly/eSF7.
3. For any clarification, you may contact **Ms. Marife R. Lagar**, Planning Officer III of the School Governance and Operations Division-Planning and Research Section via email at planning.tayabas@deped.gov.ph.
4. Immediate dissemination and compliance with this Memorandum are enjoined.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None
Reference: DM-OUHRODI-2026-1250
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL FORM
DATA

SGOD - submission of the electronic school form 7 (eesf7) data for school year 2025-2026
SGOD20LC0-004718/April 30, 2026



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