



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



7 May 2026

DIVISION MEMORANDUM

No. 0429, s. 2026

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

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
LIS Coordinators
All Others Concerned

1. In reference to the Memorandum issued by the Department of Education, DM-OUHROD-2025-1250 titled "Submission of the Electronic School Form 7 (eSF7) Data for School Year 2025–2026," this Office informs all public schools to submit their eSF7 data for SY 2025–2026 **through InsightED** (bit.ly/InsightED). The uploading of data, as scheduled by the Central office shall be conducted from May 22 to 26, 2026.
2. The templates and guidelines for the accomplishment of the eSF7 may be accessed through the following link: <https://tinyurl.com/ManualeSF7>. In this regard, all School Heads are **advised to prepare their eSF7 in advance** to facilitate timely uploading and are further directed to ensure the accuracy, validity, and completeness of all data reflected therein prior to submission.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>