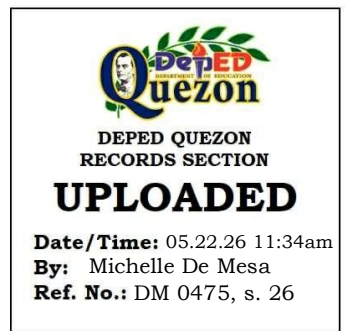




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



21 May 2026

**DIVISION MEMORANDUM**  
**No. 0475, s. 2026**

**ADJUSTED SCHEDULE OF 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. Relative to the previously issued Memorandum regarding the submission of eSF7 data for School Year 2025–2026 through **InsightED (bit.ly/InsightED)**, this Office hereby informs all concerned public schools of the adjusted schedule for the uploading of eSF7 data. Pursuant to the schedule set by the Central Office, the uploading of data shall be conducted from **May 25 to 29, 2026**.
2. The templates and guidelines for the accomplishment of the eSF7 may still be accessed through the following link: **<https://tinyurl.com/ManualeSF7>**. Moreover, an updated file intended for the Strengthened Senior High School (SHS) has been uploaded to the designated drive for reference and use of concerned schools.
3. Furthermore, this Office emphasizes that schools must ensure that all required fields and supporting data are completely filled out and properly validated before uploading to avoid discrepancies and delays in consolidation.



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4. All schools are further reminded that the eSF7 file to be uploaded in the system must **strictly be saved and submitted in .xlsb file format** to ensure compatibility and smooth processing of data.
5. Immediate dissemination of this Memorandum is desired.

For:

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

By:

  
**ROSELYN Q. GOLFO, CESO VI** ✓  
Assistant Schools Division Superintendent  
✱ ↓

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