



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay			
RECORD SECTION			
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Office of the Schools Division
 Superintendent

May 11, 2026

DIVISION MEMORANDUM

No. 268, s. 2026

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Schools District Supervisors (PSDSs)/District In-Charges (DICs)
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to **DM-OUHRODI-2026-1250**, and following the advance information provided during the **Division Management Committee (DIMANCOM) meeting held on April 28, 2026**, this Office directs all public schools to submit their **Electronic School Form 7 (eSF7)** data for School Year (SY) 2025–2026 via the **InsightED** platform (bit.ly/InsightED).

2. This initiative aims to streamline school processes and enhance the efficiency of data collection and analysis regarding school-level personnel and teaching loads.

3. **Submission Schedule for Region IX:**
 To manage server traffic and ensure adequate technical support, all schools within this Division are mandated to adhere to the following **Week 3** schedule:

- a. **Submission Window: May 18 – 22, 2026**
- b. **Platform: bit.ly/InsightED**

4. **Submission Requirements and Procedures:**
 a. **File Format:** Only the accomplished eSF7 tool in .XLSB format shall be accepted through InsightED.

b. **Verification:** School Heads must ensure the accuracy of personal information and teaching workloads before submission.

- c. **Documentary Requirements:**
- **Excel File:** Uploaded via InsightED.
 - **Signed PDF:** Submit to the SGOD Planning and Research Section through this link – https://bit.ly/NewSubmission_eSF7_SY2025-2026

5. Detailed instructions and user guides can be accessed at **bit.ly/InsightED-eSF7Guide**.



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6. For technical concerns or clarifications, please coordinate with the Planning and Research Section via hotline **09608885078**.

7. Immediate dissemination and strict compliance with this Memorandum is directed.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

ZS-DM-SGOD-P&R-2026-05-140-0
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