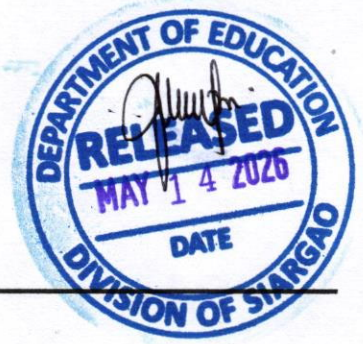




Republic of the Philippines  
**Department of Education**  
 CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



DIVISION MEMORANDUM  
 No. 05-134, 2026

To: Assistant Schools Division Superintendent  
 CID Chief and Personnel  
 SGOD Chief and Personnel  
 Elementary School Principals/ Head Teachers/ School In-Charge  
 Secondary School Principals/ Head Teachers/ School In-Charge  
 This Division

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

1. This is to inform the field on the submission/uploading of electronic school form 7 (eSF7) data for school year 2025-2026 through the InsightED on May 18-22, 2026. This initiative is intended to ensure faster, more reliable, and more efficient school-level data submission and consolidation.
2. In order to guarantee the accuracy, completeness, and timeliness of submitted data, the general process flow for eSF7 submission/uploading has been updated. This updated process also strengthens accountability across all governance levels.
4. School Heads shall ensure the accuracy and completeness of the data reflected in the eSF7 for SY 2025-2026. The accomplished and verified eSF7 shall be submitted through InsightED.
5. To ensure a clear understanding of these updates and to provide guidance on the submission/uploading of eSF7 data through InsightED, a short orientation will be conducted before the actual submission/uploading. Please follow strictly the schedule given below:

Date	District	Venue
May 19, 2026 AM	BurSan/Dapa East/Dapa West/Gen.Luna/Socorro East	Division Training Center
May 19, 2026 PM	Pilar/San Isidro/Sapao/Numancia/Socorro West	Division Training Center

6. The participants for the orientation are the public elementary and secondary school heads of SDO Siargao.
7. For detailed instructions on downloading InsightED and navigating the eSF7 Hub within the application, please visit [bit.ly/InsightED-eSF7Guide](https://bit.ly/InsightED-eSF7Guide).
8. Immediate dissemination of this Memorandum is hereby directed.

**MANUEL O. CABERTE**  
 Schools Division Superintendent  
 5/19/2026

Reference: DM-OUHROD-2025-1615 & DM-OUHRODI-2026-1250  
 Encl's: None  
 To be indicated in the **PERPETUAL INDEX** under the following subjects:  
 ELECTRONIC SCHOOL FORM 7 INSIGHTED  
 SGOD/ibc  
 05132026



Address: Brgy. Osmeña, Dapa, Surigao del  
 Contact No.: 09190040217  
 Website: [sdo.siargao.gov.ph](https://sdo.siargao.gov.ph)  
 M [siargao@deped.gov.ph](mailto:siargao@deped.gov.ph)



OSDS202605B9HW0YTPV