



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 23, 2026

DIVISION MEMORANDUM
SGOD No. 167 s. 2026

**ORIENTATION ON THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL
FORM 7 (ESF7) AND TEACHING OVERLOAD MODULES ON INSIGHTED FOR
SCHOOL YEAR 2026-2027**

TO: Assistant Schools Division Superintendent.
Chiefs, SGOD and CID
Public Elementary and Secondary School Heads
All others concerned
This Division

- Pursuant to DepEd Memorandum No. OUHRODI-2026-3709, the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct back-to-back **online orientation sessions for the primary users of the eSF7 and InsightED on September 24, 2026 (Thursday), via MS Teams.**
- The activity specifically aims to:
 - Provide users with a common understanding of the eSF7 and Teaching Overload Modules on InsightED, including their navigation, processes, and technical use;
 - Clarify the roles and responsibilities of the Regional Offices (ROS), Schools Division Offices (SDOs), and Schools in the implementation and processing of the eSF7 and Teaching Overload Modules on InsightED; and
 - Provide clarification on updated guidelines, procedures, requirements, and timelines for the accomplishment, validation, submission, and processing of the eSF7 data.
- The participants shall be grouped according to their respective roles and areas of focus, as follows:

Group 1 SDO Planning Officer SDO Human Resource Management Officer (HRMO)	Sept. 24, 2026 9:00AM-12:00PM	MS Teams Registration link: bit.ly/eSH-1E-Orientation2026-Reg
Group 2 School Heads (required) SDO Planning Officer SDO HRMO School-based non-teaching personnel involved in the preparation of the eSF7	Sept. 24, 2026 1:00PM-4:00PM	MS Teams-Townhall Meeting link: bit.ly/eSF7-IE-orientation2026

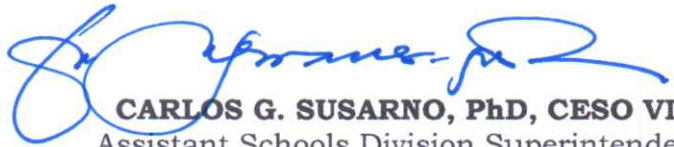


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4. Complete details of the activity are indicated in Enclosure No. 1.
5. For questions, technical assistance, and other related concerns, participants are encouraged to access the InsightED Public Assistance Hub at *bit-Ly/InsightED-Ticketing* or
6. Immediate and wide dissemination of this Memorandum is desired.



CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Encl: As stated
Reference: DM-OUHRODI-2026-3709
Allotment: None
To be indicated in the Perpetual Index of the following subjects:
ORIENTATION INSIGHTED eSF7

LRP/SGOD/DM/Orientation on the Accomplishment of the Electronic School Form 7 (eSF7) and Teaching Overload Modules on Insighted for School Year 2026-2027 / ___/September 23, 2026



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Enclosure No. 1 to Division Memorandum SGOD No. 167, s. 2026

GROUP 1: ONLINE ORIENTATION SESSION FOR ROs AND SDOs

Participants	: • Planning Officers (POs) • Human Resource Management Officers (HRMOs)
Schedule	: September 24, 2026 (Thursday) 9 AM – 12 PM
Meeting Link (MS Teams Meeting)	: (Link to be sent upon successful registration.)
Registration Process	: How to register: 1. Register through the link below using your assigned DepEd personal account (e.g., juan.delacruz@deped.gov.ph): bit.ly/eSF7-IE-Orientation2026-Reg 2. Complete the registration by 3:00 PM on Wednesday, 23 September 2026. 3. Receive the MS Teams Meeting link via the email address provided during registration on the last day of the registration period.

Important Note:
Timely registration is strongly encouraged for the SDO representatives who will facilitate the broadcast of the Group 2 orientation session to schools.
Due to the participant capacity of the MS Teams Meeting-Townhall, priority access will be given to SDO representatives who complete their registration within the prescribed period. This will allow them to join the Group 2 session early and facilitate its broadcast to schools in their respective areas.

Indicative Program Flow

Start	Activity	Duration
9:00 AM	Preliminaries	30 mins
9:30 AM	Orientation Proper I. Updated Guidelines, General Process Flow, and Timelines II. Navigation of the eSF7 and Teaching Overload modules on InsightED III. Navigation of the eSF7 Monitoring Portal on InsightED for ROs and SDOs	120 mins
11:30 AM	Frequently Asked Questions and Open Forum	20 mins
11:50 AM	Closing and Administrative Reminders	10 mins
		180 mins (3 hours)



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GROUP 2: ONLINE ORIENTATION SESSION FOR SCHOOLS

Participants	: • School Heads (required) • Planning Officers and Human Resource Management Officers • School-based non-teaching personnel involved in the preparation of the eSF7
Schedule	: 24 September 2026 (Thursday) 1 PM – 4 PM
Meeting Link	: bit.ly/eSF7-IE-Orientation2026 (MS Teams Meeting – Town Hall) <i>If the online meeting has reached its participant capacity, please coordinate with your respective SDO to access the session through the SDO's broadcast.</i>

Indicative Program Flow

Start	Activity	Duration
1:00 PM	Preliminaries	30 mins
1:30 PM	Orientation Proper I. Updated Guidelines, General Process Flow, and Timelines II. Navigation of the eSF7 and Teaching Overload modules on InsightED	120 mins
3:30 PM	Frequently Asked Questions	20 mins
3:50 PM	Closing and Administrative Reminders	10 mins
		180 mins (3 hours)