Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 0 3 2026

REGIONAL MEMORANDUM
No. 1269, s. 2026

ADJUSTED TIMELINE FOR ESF7 DATA SUBMISSION AND COLLECTION FOR SCHOOL YEAR 2026-2027

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. This Office disseminates the attached Advisory on the Adjusted Timeline for the Electronic School Form 7 (eSF7) Data Submission and Collection for School Year 2026-2027 through the InsightED due to the ongoing system maintenance of the portal.

2. The adjusted timeline is as follows:

Term	Accomplishment and Submission	Review and Monitoring
	Schools *Approximately 4 weeks for each term*	**Ros and SDOs** *Approximately 8 weeks for each term*
1	28 September – October 30, 2026	28 September – 18 December 2026
2	3 November – 27 N0vember 2026	
3	4 January – 29 January 2027	11 January – March 2027

3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated
Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:
DATA FORMS SCHOOLS
KPA/PPRD-RM/ Adjusted Timeline for Esf7 Data Submission and Collection for School Year 2026-2027
November 3, 2026

Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: https://tinyurl.com/nir-gov-ph

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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

ADVISORY

October 13, 2026

This refers to DM-OUHRODI-2026-3624, ***Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 through InsightED.***

Due to the ongoing system maintenance of the eSF7 portal on InsightED, the timeline for eSF7 accomplishment and data submission has been adjusted as follows:

Adjusted Timeline for eSF7 Data Submission and Collection for SY 2026–2027

	Accomplishment and Submission	→	Review and Monitoring
	Schools		**ROs and SDOs**
Term	*Approximately 4 weeks for each term*		*Approximately 8 weeks for each term*
1	28 September – **30 October 2026***		28 September – 18 December 2026
2	**3 November – 27 November 2026***		
3	4 – 29 January 2027		11 January – 5 March 2027

** With adjustments*

All concerned offices and schools are advised to take note of the adjusted timeline and ensure the timely accomplishment, submission, review, and monitoring of eSF7 data within the prescribed periods.

For information and appropriate action.

Thank you very much!

E-signed by
Wilfredo Cabral
10/14/2026, 4:13:03 PM

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development and Infrastructure