Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 823, s. 2026

AUG 0 4 2026

PILOT TESTING OF THE ELECTRONIC SCHOOL FORM 7 AND TEACHING OVERLOAD MODULES ON INSIGHTED

TO: Assistant Regional Director
Schools Division Superintendents of SDO Cadiz City and
SDO Bacolod City
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-2657 dated July 28, 2026, re: "Pilot Testing of the Electronic School Form 7 and Teaching Overload Modules on InsightED", which is self-explanatory.

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

ANTHONY H. LIOBET JD, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
FORMS
TEACHING LOAD

ASD/PS/JEM/REGIONAL MEMO -Dissemination-DMOUHRODI-2026-2657-Pilot testing of the electronic school form 7 and teaching overload modules on insighted

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-2657

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS

FROM : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational Development and Infrastructure

SUBJECT : **PILOT TESTING OF THE ELECTRONIC SCHOOL FORM 7 AND TEACHING OVERLOAD MODULES ON INSIGHTED**

DATE : 28 July 2026

The Department of Education (DepEd) continues to strengthen its initiatives to streamline school processes, improve operational efficiency, and enhance its education data management systems. As one of DepEd's key digital platforms for collecting and managing real-time school-level data, InsightED has demonstrated significant potential to support a broader range of school management and human resource information requirements. In line with this, the Human Resource and Organizational Development and Infrastructure (HRODI) strand has expanded the system's functionalities to support the accomplishment of the Electronic School Form 7 (eSF7) and the Teaching Overload modules.

Following the successful submission of the eSF7 data for School Year 2025–2026, the accomplishment and submission of the eSF7 shall be fully transitioned to InsightED beginning SY 2026–2027. Likewise, the reporting and validation of teacher workload data for the processing of teaching overload pay and other related benefits shall also be facilitated through the same platform. This transition aims to provide a more efficient, reliable, and integrated process for school-level data encoding, validation, submission, consolidation, analysis, and reporting.

To ensure the readiness, functionality, and usability of the modules for eSF7 and Teaching Overload prior to full implementation, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct **virtual pilot testing activities** with selected personnel who serve as the primary users of the eSF7 and InsightED on **August 5, 2026 (Wednesday) via MS Teams**.

The participants shall be grouped according to their respective roles and areas of focus, as follows:

- **Group 1: School Representatives**
  - Represented by School Heads (**required**)
    Non-teaching personnel involved in the preparation of the eSF7 are encouraged to attend (optional).
  - Accomplishment of the eSF7 Modules
  - Validation of school personnel and workload data
  - Review of system functionalities and user experience

- **Group 2: Regional Office (RO) and Schools Division Office (SDO) Representatives**
  - Represented by Planning Officers (PO) and Human Resource Management Officers (HRMO)
  - Validation of data summaries submitted by schools
  - Verification of teacher workload data for the processing of teaching overload pay and other related benefits
  - Review of validation and monitoring functionalities

Kindly refer to **Annex A** for the List of Participants, Schedule, and Indicative Program Flow of the Online Pilot Testing of the eSF7 and Teaching Overload Modules on InsightED.

For clarifications, please contact **Mx. Ann Lazaro** or **Ms. Mave-ryn Jade Balean** of the BHROD-SED at **(02) 8633-5397** or through bhrod.sed@deped.gov.ph.

Copy furnished:
Office of the Secretary
Office of the Undersecretary for Operations

VI	Iloilo		**Ruth E. Vasquez** SDO Planning Officer
VII	*Cebu City*		**Marilyn E. Opena** SDO Planning Officer
NIR	Bacolod City		**Djoanna Marie P. Amedo** SDO Planning Officer
XI	Digos City		**Airon M. Alejandro** SDO Planning Officer
XII	Sarangani		**Bualan Y. Abid Jr.** SDO Planning Officer
CARAGA	Butuan City		**Rowena C. Egay** SDO Planning Officer
III	Pampanga	*SDO-Administrative Unit* **Personnel**	**Dexter Pangilinan** SDO HRMO
IV-B	Palawan		**Sheryl L. Quiamco** SDO HRMO
V	Ligao City		**Rebecca M. Rolda** SDO HRMO
VI	Antique		**Ma. Nerissa V. Cabilogan** SDO HRMO
VIII	Maasin City		**Karen Jane B. Espina** SDO HRMO
NIR	Cadiz City		**Jovitt M. Manangan** SDO HRMO
IX	Zamboanga Sibugay		**Renz Roy A. Ramos** SDO HRMO
X	Valencia		**Jenny R. Sandig** SDO HRMO
CARAGA	Surigao City		**Jerilyne F. Meneses** SDO HRMO

In cases where personnel movements have occurred, the ***current PO or HRMO*** *of the identified Region or Division* ***shall participate****.*

II. SCHEDULE AND MEETING LINK

	Schedule	**MS Teams**
	August 5, 2026, Wednesday	
GROUP 1: Schools	9:00 AM – 12:00 PM	**bit.ly/eSF7-IE-PilotTest-1**
GROUP 2: ROs and SDOs	1:00 PM – 4:00 PM	**bit.ly/eSF7-IE-PilotTest-2**

III. PROGRAM FLOW

GROUP		ACTIVITY	DURATION
1	2		
9AM – 12PM	1PM – 4PM	Preliminaries	30 mins
		Pilot Testing Proper 1. System accomplishment and validation 2. Functional testing and process verification 3. Assessment and feedback on system enhancements	120 mins
		Open Forum for Further Comments	20 mins
		Closing and Administrative Reminders	10 mins
		Total Time	**180 mins**