



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

April 29, 2026

**DIVISION MEMORANDUM**

No. 186 s. 2026

**MANDATORY ELECTRONIC SUBMISSION OF SCHOOL FORM 7 (eSF7)  
DATA FOR SCHOOL YEAR 2025 – 2026 VIA Project INSIGHTED**

To : Asst. Schools Division Superintendents  
CID and SGOD Chiefs  
Education and District Supervisors  
All Public Elementary and Secondary School Heads

1. Relative to the issuance of DM-OUHRDI-2026-1250 titled "Submission of the Electronic School Form 7 (eSF7) Data for School Year 2025–2026," this Office hereby informs all public schools that the submission of eSF7 data for School Year (SY) 2025–2026 is mandatory.

2. In line with the Department of Education's continuous efforts to streamline school processes, improve operational efficiency, and strengthen data collection and analysis systems, the submission and uploading of eSF7 data for SY 2025–2026 shall be conducted exclusively through InsightED (<https://bit.ly/InsightED>) from May 25 to 29, 2026 only, which is the designated submission schedule for DepEd Region III and the Schools Division of Bulacan. This initiative of the BHROD aims to ensure faster, more reliable, and efficient school-level data submission and consolidation.

3. All Public School Heads are enjoined to ensure the accuracy, completeness, and consistency of all information reflected in the submitted eSF7 for SY 2025–2026.

4. Submission shall consist of one (1) file per School ID only. Schools are required to strictly follow the prescribed filename format: "eSF7–School ID Number" and submit the file using the Excel Binary Workbook format (\*.xlsb).

5. For detailed guidance on downloading the InsightED application and navigating the eSF7 Hub, please refer to the user guide available at <https://bit.ly/InsightED-eSF7Guide>.

6. Immediate and widest dissemination of this Memorandum is hereby desired for strict compliance.

**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com.ph>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)