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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-3709

100626550

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

Sept. 21, '26
P: BM Concurred for information, guidance and compliance

E-signed by
Wilfredo Cabral
9/12/2026 10:02:32 PM

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

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

DATE : 11 September 2026

In support of the implementation of the Electronic School Form 7 (eSF7) on InsightED, through **DM-OUHRODI-2026-3624**, titled **"Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2026–2027 Through InsightED,"** 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 full transition of the eSF7 data collection, validation, and report generation processes to the InsightED platform requires users to have a clear understanding of the system, its functionalities, and the updated processes for eSF7 accomplishment and submission. Further, as the eSF7 data supports the reporting and processing of teaching overload pay and other related benefits, the orientation shall also cover the **Teaching Overload Module** on InsightED. Specifically, the orientation aims to:

- **Ensure Knowledge Transfer:** Provide a common understanding of the eSF7 and Teaching Overload Modules on InsightED, including their navigation, processes, and technical use;

- **Define Roles and Responsibilities:** 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 and Timelines:** Discuss the 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: Regional Offices (ROs) and Schools Division Offices (SDOs)**
  *This orientation session focuses on the navigation and use of the **eSF7 Monitoring Portal on InsightED** for the review and monitoring of eSF7 and Teaching Overload data submitted by schools.*
  - RO and SDO Planning Officers (POs)
  - RO and SDO Human Resource Management Officers (HRMOs)

- **Group 2: Schools**
  *This orientation session focuses on the navigation and accomplishment of the **eSF7 and Teaching Overload modules on InsightED for school users.***
  - School Heads (**required**)
  - SDO Planning Officers (POs) and SDO Human Resource Management Officers (HRMOs)
  - School-based non-teaching personnel involved in the preparation of the eSF7 are **encouraged to attend (optional)**.

The online orientation session for **Group 1** shall be conducted via **MS Teams Meeting**, and **registration is required for all intended participants**.

The online orientation session for **Group 2** shall be conducted via **MS Teams Meeting – Town Hall** to accommodate a larger number of participants. Schools Division Offices are encouraged to rebroadcast the session within their respective Divisions to provide wider access, particularly for school representatives who are unable to join through the official meeting link.

Kindly refer to **Annex A** for the complete details of the **Online Orientation on the Accomplishment of the eSF7 and Teaching Overload Modules on InsightED for SY 2026–2027**.

Related resource materials shall be made available online via **bit.ly/eSF7** after the orientation sessions. Participants are also encouraged to access the **InsightED Public Assistance Hub** at **bit.ly/InsightED-Ticketing** for questions, technical assistance, and other related concerns.

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 Governance and Operations
Office of the Assistant Secretary for Field Operations

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)

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 *(MS Teams Meeting – Town Hall)*	:	**bit.ly/eSF7-IE-Orientation2026**
If the online meeting has reached its participant capacity, please coordinate with your respective SDO to access the session through the SDO's broadcast.		

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)