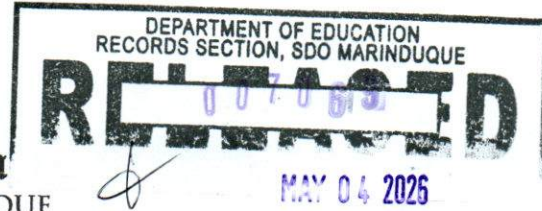




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2026-086

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
School Heads, Public Elementary, Secondary, and Integrated Schools  
All Others Concerned

FROM: *For:* [Redacted]  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent  
[Redacted]

SUBJECT: **VALIDATION OF UNIT 7, UNIT 9, AND UPLOADING OF ELECTRONIC SCHOOL FORM 7 (eSF7) THROUGH INSIGHTED**

DATE: May 4, 2026

1. Relative to Memorandum DM-OUHRODI-2026-0976 titled *Official Nationwide Rollout of the InsightED Mobile Application*, this Office, directs all School Heads of public elementary, secondary, and integrated schools to adopt and utilize the application for the inventory of school resources and assessment of school facilities.
2. InsightED now includes an added feature for School Heads and Schools Division Office (SDO) accounts, enabling them to view the comprehensive summary of all submitted data. In this regard, all School Heads are advised to review and validate their submissions for Unit 7 and Unit 9. The deadline for validation is until May 6, 2026.
3. Meanwhile, the submission of the Electronic School Form 7 (eSF7) through InsightED is now open. An updated eSF7 tool for Non-Strengthened Senior High School is now available at <https://bit.ly/eSF7> to accommodate updated positions of teachers who were promoted through the Expanded Career Progression (ECP). Schedule for uploading of eSF7 for MIMAROPA is from May 4 to 9, 2026.
4. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-PRS-MOL



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