



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 NO. 264, s. 2026

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors (SGOD and CID)  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 School BEIS/LIS/eSF7 Coordinators  
 School-Based Administrative Officers  
 All Others Concerned

FROM: **JAY S. MONTEALTO, EdD, JD, CESO V**  
 Schools Division Superintendent

SUBJECT: **IMMEDIATE SUBMISSION OF REQUIRED REPORTS AND TIMELINES**

DATE: May 19, 2026

1. In line with the Department's commitment to ensuring accurate data collection, efficient reporting, and timely policy formulation, this Office directs all public schools to facilitate the updating, encoding, and finalization of various reports to be submitted online.

2. School Heads, coordinators, and system administrators are strictly reminded to adhere to the following schedule of reporting and system activities:

Report	Where to Submit	Timeline / Deadline
Electronic School Form 7 (eSF7)	InsightED stride.deped.gov.ph/insighted/	May 18-22, 2026
LIS EOSY 2025-2026	lis.deped.gov.ph (System Admin & School Head Account)	May 31, 2026
Basic Education Information System (BEIS)	beis.deped.gov.ph (School Head Account)	Uploading: until May 31, 2026 Validation: until June 15, 2026

3. To ensure data integrity, School Heads must closely monitor and verify the accuracy of the data encoded by their respective, eSF7, LIS and BEIS coordinators before final submission. Late submissions and unfinalized profiles will directly affect the division-wide data consolidation and subsequent resource planning.

4. For technical issues, system clarifications, or any form of technical assistance regarding the system platforms, please immediately contact the School Governance and Operations Division.

5. Immediate dissemination of and strict compliance with this Memorandum is directed.