



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay



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March 13, 2017

DIVISION MEMORANDUM

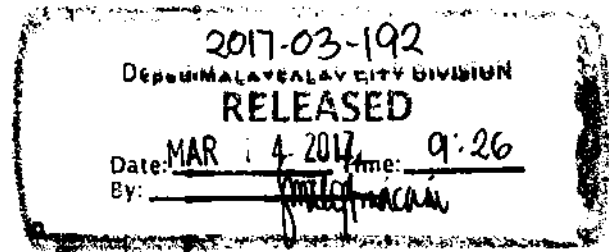
NO. 137 __, s. 2017

TO: All Elementary School Heads

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

DATE: March 10, 2017

RE: **Submission of the SEF Budget Preparation Form No. 1 for the Special Education Fund (SEF)**



1. All school heads are hereby directed to submit their SEF Budget Preparation Form No. 1 for the Special Education Fund which is downloadable in the Division website. The submission shall be made through email to siby1.maputi@deped.gov.ph on or before March 14, 2017.
2. Failure to submit the School Budget Preparation Form No. 1 shall mean exclusion in the SEF allocation. Should you have submitted it already, disregard this Memorandum.
3. For compliance.

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Records Section, Budget Section