



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



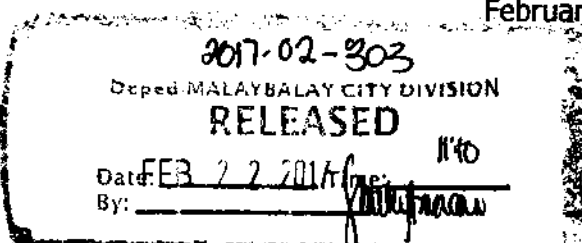
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February 20, 2017

DIVISION MEMORANDUM


NO. 163 _____ s. 2017



TO: Chief Education Supervisor and Staff, Curriculum Implementation Division
Chief Education Supervisor and Staff, Schools Governance and Operations Division
Unit Heads
Elementary and Secondary School Heads
All Others Concerned
This Division

Re: **Orientation-Workshop on the Revised Guidelines on the Use of Special Education Fund (SEF)**

1. DepEd-DBM-DILG Joint Circular No. 1, s. 2017 states that "*previous circulars jointly issued by the DepEd, DBM, and DILG provide the general guidelines on the use of the SEF in implementation of RA No. 7160. Given the observed practices in the utilization of the SEF and current developments in the basic education sub-sector, particularly the K to 12 and early childhood care and development (ECCD) programs, there is a need to reiterate and refocus the policies on the use of the SEF to better support the supplementary budgetary needs of schools' and learning centers*".
2. In view of this, the following are enjoined to attend the Orientation-Workshop on the Revised Guidelines on the Use of Special Education Fund (SEF):
 - a. Chief Education Supervisors
 - b. Education Program Supervisors (CID and SGOD)
 - c. Public Schools District Supervisors
 - d. Legal Officer
 - e. Engineer III
 - f. Accountant III
 - g. SEPS for Planning & Research
 - h. Administrative Officer V (Administrative & Budget)
 - i. Elementary School Heads
 - j. Secondary School Heads
3. The orientation-workshop will be conducted on March rd 3, 2017. The venue will be announced on a later date.
4. The participants from the schools are required to bring the following:
 - a. School Improvement Plan
 - b. School Operating Budget
 - c. School financial reports from national, local and community-based sources
 - d. Soft copy of SEF Budget Preparation Form No. 1 (downloadable)
 - e. Laptop
 - f. Extension wire
5. For guidance and strict compliance.


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