



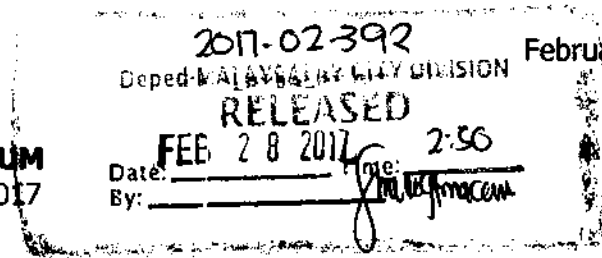
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay

Telefax # 088-314-0094, E-mail add: dpdmlyblycity@yahoo.com

Website: www.depedmalaybalay.net



DIVISION MEMORANDUM
NO. 112 ___ 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: **Venue of the Orientation-Workshop on the Revised Guidelines on the Use of Special Education Fund (SEF)**

1. Pursuant to Division Memorandum No. 103, s. 2017, this Division will conduct an Orientation-Workshop on the Revised Guidelines on the Use of Special Education Fund (SEF) on March 3, 2017 (Friday). The venue for the orientation-workshop will be at the Waterpool Microtel, Casisang, Malaybalay City.
2. The following are enjoined to attend:
 - 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. Child Friendly School System Division Coordinator
 - i. Administrative Officer V (Administrative & Budget)
 - j. Elementary School Heads
 - k. Secondary School Heads
3. The participants from the schools are reminded 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
4. For guidance and strict compliance.


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

Copy furnished:
ELO/sylm

Records Section, Budget Section