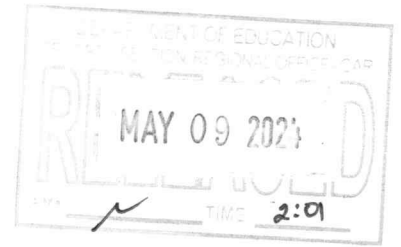




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



May 8, 2024

REGIONAL MEMORANDUM

NO. **267.2024**

SUBMISSION OF SPECIAL EDUCATION FUND (SEF) UTILIZATION REPORT

TO : Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

- Sections 5.5 and 6.1 of Joint Circular No. 1, s. 2017, the Revised Guidelines on the Use of the Special Education Fund (SEF), outline the schedule of activities for preparing, approving, and submitting reports on SEF utilization. This requirement is further emphasized in section 3 of DepEd Order No. 10, s. 2017.
- However, it has been observed that the concerned officials and offices have not consistently complied with the submission of the required reports.
- Schools Division Offices are therefore reminded to ensure the complete and timely submission of the required reports, in accordance with the following schedule:

Reportorial Requirement for Submission to DepEd CO	Person Responsible	Indicative Timeline
Report covering the period January 1 to December the preceding year	Schools Division Superintendents (SDSs)	Not later than March 31 of the current year
Approved SEF budgets	SDSs	Not later than December 31 of the current year
Quarterly and annual reports using SEF Budget Accountability Form No. 1 (Annex B) on SEF utilization, prepared by the Local Accountant	Local School Board (LSB) DepEd SDSs	<ul style="list-style-type: none"> For quarterly reports, not later than the 20th day after the end of the quarter For annual reports, not later than the 15th day of February of the following year





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4. For monitoring purposes, it is advised that the reports be submitted to the Regional Office- Finance Division. The Regional Office will then consolidate and forward these reports to DepEd- Central Office.
5. For information and guidance.

ESTELA P. LEON- CARIÑO EdD, CESO III
Director IV/Regional Director

FINANCE/clp

