



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No: _____	By: _____
Date: <u>May 31, 2024</u>	
RELEASED	

May 31, 2024

DIVISION MEMORANDUM
No. 295s. 2024

SUBMISSION OF FY 2024 REPORT ON SPECIAL EDUCATION FUND

TO : Assistant Schools Division Superintendents
Public Schools District Supervisors
All Others Concerned

1. Pursuant to Section 6.1 of the Department of Budget and Management (DBM), Department of Education (DepEd), and the Department of Interior and Local Government (DILG) Joint Circular No. 1, S. 2017, "Revised Guidelines on the Use of the Special Education Fund (SEF)," the Schools Division of Zamboanga del Norte upholds to promote and enhance transparency and accountability in the allocation and utilization of the SEF.
2. Along this vein, this is to reiterate the requirement of the Public Schools District Supervisors (PSDSs) being the Co-Chair of the Local School Board, to **submit quarterly** and **annual reports** using the SEF Budget Accountability Form No. 1 (Annex B) on SEF utilization, sent to the DepEd Central Office, through email at epmo@deped.gov.ph and through appropriate channel.
3. Please be reminded that the submission of this report for quarterly is done not later than the 20th day after the end of every quarter and for the annual report, submission is done not later than the 15th day of February of the following year.
4. Herewith, is the Budget Accountability Form 1 (Annex B) for your ready reference.
5. For the information, guidance and strict compliance of all concerned.
6. Widest dissemination of these Memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

EAA/SGOD/0531/2024



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FB: DepEd Tayo- Schools Division of Zamboanga del Norte

REPORT of SEF UTILIZATION
For the Quarter Ending _____

Province/City/Municipality _____

Receipt from SEF

P _____

Less : **DISBURSEMENTS** (broken down by expense class and
by object of expenditures)

Personal Services

_____	_____
_____	_____
_____	_____

Maintenance and Other Operating Expenses

_____	_____
_____	_____
_____	_____

Capital Outlays

_____	_____
_____	_____
_____	_____

Financial Expenses

_____	_____
_____	_____
_____	_____

**Sub-total
Balance**

P _____

Prepared by:

Local Accountant

Approved by:

LCE, Chairman, LSB

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