



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

September 15, 2022

**DIVISION MEMORANDUM**  
No. ~~0596~~ s. 2022

**SUBMISSION OF FY 2021 ANNUAL REPORT ON SPECIAL EDUCATION FUND**

**TO : ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS/  
ACTING SCHOOLS DISTRICT SUPERVISORS**

1. Attached is Regional Memorandum No. 0785, s. 2022 dated September 13, 2022 and DepEd Memorandum No. 0490, s. 2022 dated September 8, 2022 both titled **Submission of FY 2021 Annual Report on Special Education Fund**, contents of which are self-explanatory for the information and guidance of all concerned.
2. As stated in the two Memoranda, the **SEF Budget Accountability Form No. 1** or **Annex B** (prepared by the LGU Accountant) shall be used for this report. (See attached sample template.)
3. Per instruction of Ms. Cariz Constantine G. Dosol of the Office of the Undersecretary of Finance, DepEd Central Office, submission of the said report shall be done by municipality/city/province to be facilitated by the DepEd representative in the Local School Board.
4. The deadline for the submission of these reports is September 15, 2022. Due to time constraints, the Division of Bohol is given until **September 23, 2022** to submit.
5. The SEF Report shall be submitted/forwarded to the Education Programs Management Office (EPMO) through email at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph) copy furnished [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) . A copy shall also be forwarded to the SDO at [debra.sabuero001@deped.gov.ph](mailto:debra.sabuero001@deped.gov.ph) for monitoring purposes.
6. Furthermore, Ms. Dosol urges all LSB to submit quarterly and annual reports on SEF Utilization to promote monitoring, transparency and accountability
7. Widest dissemination of this Memorandum is desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

*Ms. G. Sabuero*  
*- for immediate action*  
*9/13/22*

Office of the Regional Director

SEP 13 2022

REGIONAL MEMORANDUM  
No. **0785**, s. 2022

**SUBMISSION OF FY 2021 ANNUAL REPORT ON SPECIAL EDUCATION FUND**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of Memorandum OUF-2022-0490 entitled "Submission of FY 2021 Annual Report on Special Education Fund" issued by the Office of the Undersecretary for Finance.
2. Attention is invited on the 2<sup>nd</sup> Paragraph of the said Memorandum on the submission of SEF Accountability Form No. 1 to the EPMO through email at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph) copy furnished the Office of the Undersecretary for Finance and the Regional Office through [deped7BUDGET@yahoo.com](mailto:deped7BUDGET@yahoo.com) on or before September 15, 2022.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/FD/sks



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM  
OUF-2022-0490

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ANNALYN M. SEVILLA  
Undersecretary for Finance

ATTY. OMAR ALEXANDER V. ROMERO  
Assistant Secretary for Finance

SUBJECT : SUBMISSION OF FY 2021 ANNUAL REPORT ON SPECIAL  
EDUCATION FUND

DATE : September 8, 2022

Joint Circular No. 1 s. 2017 "Revised Guidelines on the Use of the Special Education Fund (SEF)" among the Department of Budget and Management (DBM), Department of Education (DepEd), and Department of the Interior and Local Government (DILG), indicates that the Local School Board (LSB), through the DepEd representative in the LSB, shall submit to DepEd quarterly and annual reports on the use of SEF to promote monitoring, transparency, and accountability. Further, Section No. 3 of the DepEd Order No. 10 Series of 2017, "Revised Guidelines on the Use of the Special Education Fund (SEF)," requires that all reportorial requirements for submission to the DepEd Central shall be addressed to the Office of the Undersecretary for Finance.

Therefore, this Office requests the submission of the FY 2021 SEF Annual Report using the SEF Accountability Form No. 1 or Annex B prepared by the LGU Accountant and submitted to the respective School Division Office. The SEF report shall be forwarded to the Education Programs Management Office (EPMO) through email at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph), copy furnished [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph), on or before September 15, 2022.

For questions/clarifications, please get in touch with Ms. Cariz Constantine G. Dosol, through email at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph) or mobile number + 63 968-264-7572.

For your compliance.

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 8633-9342; Fax No.: (02) 8638-3703; Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

8/13/2022  
9:29 AM  
[Signature]



# Sample Template of Report

**Annex B**

## **SEF BUDGET ACCOUNTABILITY FORM NO. 1**

### **REPORT ON SEF UTILIZATION FY 2021**

Province/City/Municipality: **BOHOL PROVINCE**

**Receipt from SEF - PhP 110, 327, 900.00**

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

<b>Personnel Services</b>	<b>Expenses</b>
Learner Support Aides	17, 868, 010.07
<b>Sub Total</b>	<b>17, 868, 010.07</b>
<b>Maintenance and Other Operating Expenses</b>	<b>Expenses</b>
Educational Research	500, 000.00
Supplementary Learning Resources	10, 999, 704.15
Funds for the ECCD Program	4, 475, 999.00
Learning Resources Facilities & Equipment	9, 547, 399.00
<b>Sub Total</b>	<b>25, 523, 058.15</b>
<b>Capital Outlays</b>	<b>Expenses</b>
Procurement of Armchairs	1, 496, 651.70
Construction and Repair of School Buildings & Other Infrastructures	1, 722, 767.06
<b>Sub Total</b>	<b>3, 219, 418.76</b>
<b>Total Disbursement</b>	<b>46, 610, 486.98</b>
<b>Balance</b>	<b>63, 717, 413.02</b>

Prepared by:

**EUSTAQUIO A. SOCORIN**  
Provincial Treasurer

APPROVED:

**ARTHUR C. YAP**  
Provincial Governor