



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

07 MAR 2023


DIVISION MEMORANDUM  
No. **140**, s. 2023

**“URGENT SUBMISSION OF FY 2022 ANNUAL REPORT ON SPECIAL EDUCATION FUND”**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD, EPS, PSDSs, SEPS & EPS II  
Unit Heads, Elementary and Secondary School Heads  
All Others Concerned

1. The Office of the Undersecretary of Finance has issued Memorandum OUF-2023-0100 titled, “Submission of the FY 2022 Report on Special Education Fund” reiterating the URGENT submission of the said report no later than February 15, 2023. Please see attached memorandum whose contents are self-explanatory.
2. The reports to be submitted by the schools and districts must be reflected in the division consolidation, hence, schools are required to submit data using this link: <https://tinyurl.com/SEF2022forschools> while district consolidated data for the annual year-end utilization must be reported to <https://tinyurl.com/SEF2022yearendreport>.
3. All Public Schools District Supervisors are requested to upload duly signed SEF Accountability Form No. 1 (Annex B) to <https://tinyurl.com/SEF2022signedReport> on or before March 2, 2023. Copy furnished the EPMO at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph), [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) and the Regional Office through [deped7BUDGET@yahoo.com](mailto:deped7BUDGET@yahoo.com). Municipal Budget Officers and the Chairman of the Local School Board are also requested through the PSDSs to adhere and comply.
4. For widest dissemination and immediate compliance.

By the authority of the Schools Division Superintendent

  
**LANI B. YURONG**  
Administrative Officer V  
Office-In-Charge

2/28/23

SPP/MKP/JMA/NLR/SGOD/RBP/rccc  
February 28, 2023



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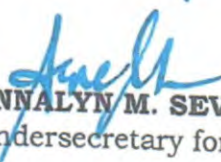


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

OUF-2023-0100

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**FROM :**   
ANNALYN M. SEVILLA  
Undersecretary for Finance

**SUBJECT :** SUBMISSION OF FY 2022 REPORT ON SPECIAL EDUCATION  
FUND

**DATE :** FEBRUARY 17, 2023

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)," this is to reiterate the requirement to **submit quarterly and annual reports** using the SEF Budget Accountability Form No. 1 (Annex B) on SEF utilization, as prepared by the Local Accountant, to the DepEd Central Office, through appropriate channel, copy furnished the local sanggunian concerned and Regional Offices of the DBM and DILG.

For **quarterly reports**, submission must be made *not later than the 20<sup>th</sup> day* after the end of every quarter. Meanwhile, for the **annual reports**, submission must be made *not later than the 15<sup>th</sup> day of February* of the following year.

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).

For questions/clarifications, please get in touch with Ms. Czarina Suzette D. Santiago, through email at [epmo@deped.gov.ph](mailto:epmo@deped.gov.ph) or mobile number +63 917-706-7519.

For strict compliance. Thank you.