



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION  
RECORDS SECTION, DEPED NCR

**RELEASED**

By:  Date:                     

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CN-2023-2-21-698

February 22, 2023


**REGIONAL MEMORANDUM**

No. 123,s. 2023

**TO** : Schools Division Superintendents

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

1. Enclosed is the Memorandum OUF-2022-0100 dated February 17, 2023 relative to the above-captioned subject.
2. Attention is invited to paragraph two which is self-explanatory.
3. For information and strict compliance.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

Encl.: As stated

Reference:

To be indicated in the Perpetual Index

**Misamis St. Bago Bantay, Quezon City**

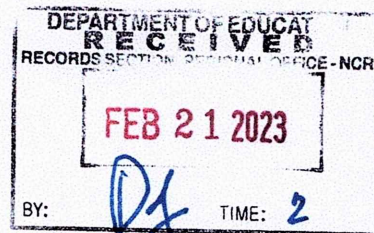
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Website: <https://www.depedncr.com.ph>

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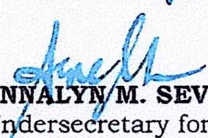


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE



**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.