




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1200

TO : MA. EVALOU A. AGUSTIN
Schools Division Superintendent, Makati City

CARLEEN S. SEDILLA
Schools Division Superintendent, Quezon City

FROM : 
JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : INVITATION TO THE NATIONAL CONSULTATION ON SEF
POLICY

DATE : November 13, 2024

1. Attached is the Memorandum OUF-2024-0847 dated November 4, 2024, from the Office of the Undersecretary for Finance with the above-captioned subject, which is self-explanatory.
2. Confirmation of your attendance is on or before November 15, 2024, at bit.ly/SEF2024CM.
3. For your guidance and strict compliance.




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

MEMORANDUM

OUF-2024-0847

November 4, 2024

FOR : **REVSEE A. ESCOBEDO**
Undersecretary for Operations

MALCOLM S. GARMA
Assistant Secretary for Operations

REGIONAL DIRECTORS
All Regions

ATTENTION : **MA. EVALOU A. AGUSTIN**
SDS, Makati City

CARLEEN S. SEDILLA
SDS, Quezon City

SORAYA T. FACULO
OIC - SDS, Baguio City

ANSELMO R. ALUDINO
SDS, Batac City

GILBERT N. TONG
SDS, Tuguegarao City

TERESA D. MABABA
SDS, Gapan City

HOMER N. MENDOZA
OIC - SDS, Imus City

LAIDA L. MASCARENAS
OIC - SDS, Puerto Princesa City

SUSAN S. COLLANO
SDS, Naga City

DENNIS G. DEVELO
OIC - SDS, San Carlos City

WILFREDA D. BONGALOS
SDS, Tagbilaran City

CARMELA R. TAMAYO
SDS, Catbalogan City

FELIX ROMY A. TRIAMBULO
SDS, Dapitan City

RANDOLPH B. TARTOLA
SDS, El Salvador City

REYNANTE A. SOLITARIO
SDS, Davao City

ISAGANI S. DELA CRUZ
SDS, General Santos City

MA. TERESA M. REAL
OIC - SDS, Bayugan City

AMADOR D. GARCIA SR.
SDS, Tayum

JORGE M. REINANTE
SDS, La Union

ALFREDO B. GUMARU, JR
SDS, Batanes

JESSIE D. FERRER
SDS, Tarlac

DORIS DJ. ESTALILLA
SDS, Rizal



MARIA LUISA D. SERVANDO
SDS, Oriental Mindoro

NENE R. MERIOLES
SDS, Albay

ERNESTO F. SERVILLION JR.
OIC - SDS, Iloilo

NERI C. OJASTRO
SDS, Negros Oriental

GORGONIO G. DIAZ, JR.
SDS, Eastern Samar

ROY C. TUBALLA
SDS, Zamboanga Del Norte

REYNALDO E. MANUEL, JR.
SDS, Misamis Occidental

PHOEBE GAY L. REFANIBTE
OIC - SDS, Davao De Oro

CRISPIN A. SOLIVEN, JR.
SDS, Sultan Kudarat

LORENZO O. MACASOL
SDS, Surigao Del Sur

FROM : 
Annalyn M. Sevilla
Undersecretary for Finance

SUBJECT : **INVITATION TO THE NATIONAL CONSULTATION ON SEF POLICY**

The Education Programs Management Office (EPMO) of the Department of Education (DepEd) will be conducting a **three-day SEF Consultation Meeting** on **November 26 – 29, 2024 (Inclusive of Travel Time)** at **Davao City**.

The Office of the Undersecretary for Finance (OUF), through the EPMO, has been monitoring the utilization of Special Education Funds (SEF) in compliance with Item No. 3 of DepEd Order (DO) No. 10, s. 2017 entitled "*Revised Guidelines on the Use of the Special Education Fund (SEF)*". However, while there is no question as to the contribution of SEF to basic education, at present, the Department of Education has no existing information showing the priorities set by the LSB on the use of SEF. With the menu of the eligible expenses that can be charged against SEF, it is crucial to know the areas where SEF has greatly contributed during the past few years to identify the gaps in financing basic education.

The **three-day Consultation Meeting on SEF** aims to:

- a. Gather information on how the Local School Boards prioritize the expenditures charged against SEF;
- b. Gather proposals on how to standardize the reporting of the Special Education Fund; and
- c. Determine the bottlenecks, challenges, and constraints on the use and reporting of SEF.
- d. Present and collect feedback on the proposed joint circular on SEF.

In this regard, this is to formally request the presence of selected **Schools Division Superintendents (SDS)** or **Public Schools District Supervisors (PSDS)** to attend in the said event. You may refer to **Annex A** for the list of invitees per region. Your inputs will be valuable to the EPMO's understanding on SEF and for the improvement of EPMO's utilization reports which can ultimately improve the timely and proper utilization of SEF

and to help ensure the complementary and efficient allocation of national and local funding for basic education.

Kindly confirm your attendance on or before November 15, 2024 at bit.ly/SEF2024CM.

Moreover, EPMO will also invite participants from the Local Government Units (LGU), particularly the Local Accountant or Treasurer as the DepEd counterpart in the LGU handling SEF. This aims to streamline the reporting process of the SDOs with the LGU in compliance with Joint Circular (JC) No. 1, s. 2017 of DepEd, the Department of Local and Interior and Local Government and the Department of Budget and Management.

Attached is the Indicative Program, for information and reference.

Questions and clarifications may be directed to Ms. Franzess Vhea T. Tagudin of EPMO through franzess.tagudin@deped.gov.ph or mobile number +63 917-153-2217.

Thank you.

CC: Office of the Secretary

**SPECIAL EDUCATION FUND CONSULTATION MEETING
LIST OF PARTICIPANTS**

NO.	REGION	INVITEES		TOTAL PER REGION
			POSITION/NAME	
1	NCR			2
	SDO – MAKATI CITY		SDS – MA. EVALOU A. AGUSTIN	
	SDO – QUEZON CITY		SDS – CARLEEN S. SEDILLA	
2	CAR			2
	SDO – BAGUIO CITY		SDS – SORAYA T. FACULO (OIC)	
	MUNICIPALITY OF TAYUM		PSDS	
3	REGION I			2
	SDO – BATAK CITY		SDS – ANSELMO R. ALUDINO	
	MUNICIPALITY OF SAN GABRIEL		PSDS	
4	REGION II			2
	SDO – TUGUEGARAO CITY		SDS – GILBERT N. TONG	
	MUNICIPALITY OF BASCO		PSDS	
5	REGION III			2
	SDO – GAPAN CITY		SDS – TERESA D. MABABA	
	MUNICIPALITY OF PANIQUI		PSDS	
6	REGION IV-A			2
	SDO – IMUS CITY		OIC-SDS – HOMER N. MENDOZA	
	MUNICIPALITY OF CAINTA		PSDS	
7	REGION IV-B			2
	SDO – PUERTO PRINCESA CITY		OIC-SDS – LAIDA L. MASCARENAS	
	MUNICIPALITY OF VICTORIA		PSDS	
8	REGION V			2
	SDO – NAGA CITY		OIC-SDS – LAIDA L. MACARENAS	
	MUNICIPALITY OF MALINAO		PSDS	

NO.	REGION	INVITEES		TOTAL PER REGION
		POSITION/NAME		
9	REGION VI			2
	SDO – SAN CARLOS CITY	OIC-SDS – DENNIS G. DEVELOS		
	MUNICIPALITY OF LEMERY	PSDS		
10	REGION VII			2
	SDO – TAGBILIRAN CITY	SDS - WILFREDA D. BONGALOS		
	MUNICIPALITY OF VALENCIA	PSDS		
11	REGION VIII			2
	SDO – CATBALOGAN CITY	SDS – CARMELA R. TAMAYO		
	MUNICIPALITY OF ARTECHE	PSDS		
12	REGION IX			2
	SDO – DAPITAN CITY	SDS – FELIX ROMY A. TRIAMBULO		
	MUNICIPALITY OF RIZAL	PSDS		
13	REGION X			2
	SDO – EL SALVADOR CITY	SDS – RANDOLPH B. TARTOLA		
	MUNICIPALITY OF CONCEPCION	PSDS		
14	REGION XI			2
	SDO – DAVAO CITY	SDS – REYNANTE A. SOLITARIO		
	MUNICIPALITY OF MABINI	PSDS		
15	REGION XII			2
	SDO – GENERAL SANTOS CITY	SDS – ISAGANI S. DELA CRUZ		
	MUNICIPALITY OF PRESIDENT QUIRINO	PSDS		
16	REGION XIII			2
	SDO – BAYUGAN CITY	OIC-SDS – MA. TERESA M. REAL		
	MUNICIPALITY OF SAN AGUSTIN	PSDS		
TOTAL				32

National SEF Policy Consultation

November 26-29, 2024
Davao City

PROGRAM

DAY 0 – November 26, 2024		
TIME	ACTIVITY	LEAD PERSON/OFFICE
11:00 AM – 12:00 PM	<ul style="list-style-type: none"> • Arrival in Davao City • Registration • Check - in 	EPMO
12:00 PM – 1:00 PM	LUNCH	
1:00 PM – 5:00 PM	Meeting of the EPMO SEF Consultation Meeting Committee in preparation for the 3-day activity	EPMO
DAY 1 – November 27, 2024		
TIME	ACTIVITY	LEAD PERSON/OFFICE
8:00 AM – 8:30 AM	Preliminaries <ul style="list-style-type: none"> • Registration • National Anthem • Prayer 	EPMO
8:30 AM – 9:00 AM	Opening Remarks	ATTY. TARA C. RAMA Project Manager III. EPMO
9:00 AM – 10:00 AM	Policy Direction and Setting	ANNALYN M. SEVILLA Undersecretary for Finance
10:00 AM – 10:15 AM	COFFEE BREAK/AM SNACK	
10:15 AM – 10:45 AM	Overall status of SEF utilization over the years and Region VII	EPMO
10:45 AM – 11:15 AM	Restatement of Required Reportorial Reports and Deadlines as stated in Joint Circular No.1 series 2017	
11:15 AM – 11:45 AM	Presentation of the Analysis of Financial Data between LGU-DepEd and BLGF report	
11:45 AM – 12:00 PM	Orientation on the breakout session activities	
12:00 NN – 1:00 PM	LUNCH	
1:00 PM – 3:00 PM	Breakout Session on the actual process in administering SEF	SDS, PSDS, SEF Focal from the SDOs and LGUs
3:00 PM – 3:15 PM	COFFEE BREAK/PM SNACK	
3:15 PM – 4:00 PM	Presentation of Output of Breakout Session	SDS and PSDS of the SDOs
4:00 PM – 4:30 PM	Open Forum	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
4:30 PM – 5:00 PM	Consultation with LGU Treasurer and LGU Accountants and SDO Finance Officers	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
DAY 2 – November 28, 2024		
TIME	ACTIVITY	LEAD PERSON/OFFICE
8:00 AM – 8:30 AM	Recap of Day 1 Activity Ice Breaker	EPMO

8:30 AM – 9:30 AM	Consultation with LGU Treasurer and LGU Accountants and SDO Finance Officers (Continuation)	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
9:30 AM – 10:00 AM	Presentation of Output of Breakout Session	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
10:00 AM – 10:15 AM	COFFEE BREAK/AM SNACK	
10:15 AM – 10:30 AM	Presentation of Output of Breakout Session (Continuation)	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
10:30 AM – 11:00 AM	Open Forum	EPMO
11:00 AM – 12:00 PM	Presentation of reporting of SEF Accountability Form No. 1 and the proposed enhancement of the form	SEF Focal from the SDOs and LGUs EPMO
12:00 NN – 1:00 PM	LUNCH	
1:00 PM – 3:00 PM	Focus Group Discussion on the Use of SEF	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
3:00PM – 3:15PM	COFFEE BREAK/PM SNACK	
3:15 PM – 5:00 PM	Focus Group Discussion on the Use of SEF (Continuation)	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
DAY 3 – November 29, 2023		
TIME	ACTIVITY	LEAD PERSON/OFFICE
8:00 AM – 8:30 AM	Recap of Day 2 Activity Ice Breaker	EPMO
8:30 AM – 11:00 AM	Presentation of Outputs from Day 2 FGD (Use of SEF)	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
11:00 AM – 12:00 PM	Open Forum	SDS, PSDS, SEF Focal from the SDOs and LGUs EPMO
12:00 PM – 1:00 PM	LUNCH	
1:00 PM - 2:00 PM	Ways Forward and Agreements and Closing Remarks	Project Manager III