



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors acting as MLSB Co-Chair  
All Others Concerned

FROM:  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

SUBJECT: **SUBMISSION OF SEF UTILIZATION FOR FY 2024 AND EVERY QUARTER OF FY 2025**

DATE: January 20, 2025

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1. Pursuant to Section 6.1 of DepEd-DBM-DILG Joint Circular No. 1, s. 2017 re: Revised Guidelines on the Use of Special Education Fund (SEF) which states that *“To promote and enhance transparency and accountability in the allocation and utilization of the SEF, the parties concerned shall 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 CO, through appropriate channels, copy furnished the local sangguniang concerned and Regional Offices of the DBM and DILG”*, this Office requests the concerned Public Schools District Supervisors (PSDSs) on the submission of said report using the attached template **on or before January 28, 2025** at the EPS’s Office of SGOD, SDO Sorsogon.
2. Preferential attention and prompt compliance of this Memorandum are enjoined.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
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SEF Budget Accountability Form No. 1

**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 \_\_\_\_\_

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**Prepared by:**

\_\_\_\_\_  
Local Accountant

**Approved by:**

\_\_\_\_\_  
LCE, Chairman, LSB