



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

MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/OIC PSDSs
Municipal Local School Board Vice Chairperson & Members

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

Subject:  **SUBMISSION OF 3RD QUARTER SEF UTILIZATION REPORT**

Date: October 2, 2025

1. Relative to Unnumbered Division Memorandum dated April 8, 2025 re: Reiteration on the Submission of SEF Utilization Report for FY 2025, this Office informs all concerned PSDSs designated as Vice Chairperson of the Municipal Local School Board on the submission of the 3rd Quarter SEF Utilization Report on **October 15, 2025** at SGOD Office, DepEd SDO Sorsogon, Balogo, Sorsogon City.
2. Preferential attention and prompt compliance of this Memorandum are enjoined.



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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