



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 21, 2020

REGIONAL MEMORANDUM

No. **377**, s. 2020

**SUBMISSION OF SPECIAL EDUCATION FUND (SEF) UTILIZATION REPORTS
FOR CY 2020 ONWARDS**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to Joint Circular (JC) No. 1, s. 2017 issued by the Department of Education (DepEd), Department of Budget and Management (DBM) and Department of Interior and Local Government (DILG) entitled "Revised Guidelines on the Use of the Special Education Fund (SEF)" and as reiterated in DepEd Order (DO) 10, s. 2017 dated March 3, 2017, all concerned are hereby directed to submit **duly signed scanned copies** of the reports to the Finance Division, this office, through gladys.fabillo@deped.gov.ph on or before the deadline of submission as follows:

REPORTS REQUIRED	DEADLINE OF SUBMISSION TO RO
<ul style="list-style-type: none">✓ Report covering the period January 1 December 31 of the preceding year:<ul style="list-style-type: none">a) Annual appropriation to schools from the national government (DepEd Budget, allocation from the SEFs, and from other items)b) Teacher shortage or teacher : student Ratio by schoolc) Construction of Classroom by School from all sources/fundsd) NAT results and drop-out rates✓ Approved SEF Budget✓ Quarterly SEF Accountability Report (SEF Budget Accountability Form No. 1 See template attached to the letter)	<p>On or before March 15 of the current year</p> <p>Not later than December 5 of the current year</p> <p>Quarterly, not later than the 5th day after the end of the quarter</p>



✓ **Annual Report (Annual SEF
Accountability Report)**

**Annual, not later than
January 31 of the following
year**

2. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

FD-GJF