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

September 30, 2022

**REGIONAL MEMORANDUM**

No. **1109**, s. 2022

**SUBMISSION OF REPORTS ON THE UTILIZATION OF THE DOWNLOADED  
SPECIAL EDUCATION PROGRAM SUPPORT FUNDS (SPED-PSF)  
FOR FY 2021 AND FY 2022**

To: Schools Division Superintendents  
Division SPED Supervisors  
School Heads of the Recipient Schools  
All Others Concerned

1. In consonance with the conduct of the periodic monitoring and evaluation of the implementation of the SPED Program, this Office, through the Curriculum and Learning Management Division (CLMD), requires the Schools Division Offices (SDOs) and all schools which received the Special Education Program Support Funds (SPED-PSF) for FY 2021 and FY 2022 to submit a utilization report using the attached templates which can also be accessed separately at <https://bit.ly/3UBmEPJ> (FY 2021) and <https://bit.ly/3dOUEI4> (FY 2022).
2. The SDOs and concerned schools may refer to Regional Memorandum 543, s. 2021 and Regional Memorandum 753, s. 2022 to check the list of recipients of the SPED-PSF and the amount that each SDO or school is supposed to receive for the two fiscal years. The recipient SDOs and schools are also advised to coordinate with their Finance Divisions to ensure that the utilization reports that will be submitted are accurate and updated.
3. The deadline for submission of the utilization reports shall be October 7, 2022 for FY 2021 and January 31, 2023 for FY 2022.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: As stated  
References: As stated

To be indicated in the Perpetual Index under the following subjects:  
PROGRAM SUPPORT FUNDS                      SPED                      UTILIZATION REPORT

CLMD-DME



Enclosure 1 to Regional Memorandum \_\_\_\_\_ s. 2022

**REPORT ON THE UTILIZATION OF THE SPED-PSF (SDO LEVEL)**

SDOs	Allotted Fund (Downloaded from the RO)	SARO Number (If applicable)	Disbursed	Disbursement Rate	Remarks
Baybay City					
Biliran					
Borongan City					
Calbayog City					
Catbalogan City					
Eastern Samar					
Leyte					
Maasin City					
Northern Samar					
Ormoc City					
Samar					
Southern Leyte					
Tacloban City					

Enclosure 2 to Regional Memorandum \_\_\_\_\_ s. 2022

**REPORT ON THE UTILIZATION OF THE SPED-PSF (SCHOOL LEVEL)**

Recipient Schools	Allotted Fund (Downloaded Fund from the SDO)	SARO Number (If applicable)	Disbursed	Disbursement Rate	Remarks
1					
2					
3					
4					
5					
Add more rows if necessary					