



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



MEMORANDUM

To : Public Schools District Supervisors
All Concerned Personnel

From : **The Office of the Schools Division Superintendent**

Subject : **SUBMISSION OF SPECIAL EDUCATION FUND (SEF)
UTILIZATION FOR CYs 2017 and 2018**

Date : September 4, 2018

1. All Public Schools District Supervisors are hereby directed to submit the Special Education Fund (SEF) Utilization Reports for 1st, 2nd, 3rd and 4th Quarter of CY 2017; and 1st and 2nd Quarter of CY 2018.
2. The reports should be submitted on or before September 14, 2018, Friday, in EXCEL Form using the attached format to lailani.coronel@deped.gov.ph and cc: znsocmob@gmail.com.
3. For clarifications and inquiries, all concerned may coordinate with SEPS Jessie E. Elacan 09985535783 (Smart) and EPS II Nicollette Ria E. Tangon at 09454131561 (Globe).
4. For guidance and strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



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RELEASED

SEP 05 2018

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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 _____
=====

Prepared by:

Local Accountant

Approved by:

LCE, Chairman, LSB