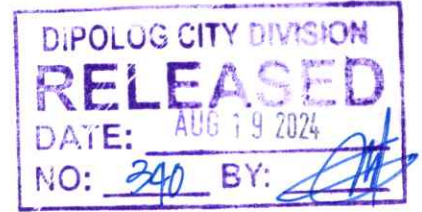




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



13 August 2024

**DIVISION MEMORANDUM**

No. 340, s. 2024

**FORMULATION OF SPECIAL EDUCATION FUND (SEF) 3-YEAR PLAN CY 2025-2027**

To: **Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 SDO-Based LSB Technical Working Team  
 Select Division Personnel  
 All Others Concerned**

- In reference to the issued division memorandum no. 444, s. 2023 titled: Composition and Function of SDO-Based LSB Technical Working Team, where it was indicated to facilitate the drafting of a three-year program.
- Anent this, the LSB Technical Working Team and other pertinent division focal will assist in the crafting of the plan. Below are the schedules of activities in formulating a plan based on the approved SEF Action Plan (Annex A):

Activity	Target Date	Involved Personnel
Situational/ Data Analysis <ul style="list-style-type: none"> <li>Data Gathering</li> <li>Presentation of Data for consolidation and identifying issues and concerns in education</li> </ul>	Aug 22-23, 2024  Aug 29, 2024 (1:00p.m. at DTC)	Lead: Planning and Research Officers (Atty. Terence Eyre B. Belangoy and Marie Antoinette F. Nazareth)  Support (data): <ul style="list-style-type: none"> <li>ALS Focal (PSDS Jovencia M. Samante)</li> <li>Inclusive Education Focal (SPED – PSDS Maria Lisa E. Valdehueza, MADRASAH – PSDS Vilma C. Velasco, IPed – PSDS Olalio de los Santos)</li> <li>Education Facilities Focal (Engr. Christopher Ace B. Bael)</li> <li>NRP/NMP Focal (EPS Cherry Mae B. Eltanal, EPS Riela Angela C. Josol and EPS Edgardo S. Cabalida)</li> <li>LSB TWG Focal (Jesel B. Chiu)</li> </ul>
Crafting of Dipolog City Basic Education Status	Aug 30 to Sep 9, 2024	Planning and Research Officers (Atty. Terence Eyre B. Belangoy and Marie Antoinette F. Nazareth)
3-year PPAs Prioritization <ul style="list-style-type: none"> <li>Presentation of Dipolog BE Situation</li> <li>Identify strategies to address the issues and concerns in BE</li> </ul>	Sep 10, 2024 (1:00 p.m. at DTC)	Planning and Research Officers (Atty. Terence Eyre B. Belangoy and Marie Antoinette F. Nazareth)  Participants <ul style="list-style-type: none"> <li>SGOD and CID Chief</li> <li>All EPS and PSDS</li> </ul>





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		<ul style="list-style-type: none"><li>• School Head Rep (Presidents Elem and HS)</li><li>• Division Fed SSLG/ SELG Presidents</li></ul>
Crafting of 3-year plan (based on prioritize PPAs)		
<ul style="list-style-type: none"><li>• Review DEDP for PPAs Alignment</li></ul>	Sep 13, 2024 (1:00 p.m. at DTC)	SDO-Based LSB TWG Members
<ul style="list-style-type: none"><li>• Consultation Meeting to Focal Persons of prioritized PPAs</li></ul>	Sep 17, 2024 (1:00 p.m. at DTC)	Division Program Focal Persons.
<ul style="list-style-type: none"><li>• 3-year plan finalization</li></ul>	Sep 23, 2024 (8:00 a.m. at DTC)	SDO-Based LSB TWG Members
Presentation of Draft SEF Plan to Local School Board	Oct 2024	SDS Ma. Liza R. Tabilon with TWG Focal
Presentation of approved SEF plan to School Heads	Oct 2024	LSB TWG Team Members

3. Enclosed with this memorandum is the approved SEF Plan and SDO-Based LSB TWG for reference. For inquiries, kindly contact LSB TWG Focal, Jesel B. Chiu at 09488585800.
4. Immediate dissemination of this memorandum is desired.

  
**MA. LIZA R. TABILON EdD., CESO V**  
Schools Division Superintendent

Encl.: SEF 3-year Plan | LSB TWG Team  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SGOD CID

JBC/20240813-DM-SEFPlan  
SGOD-SMN/ August 13, 2024



Republic of the Philippines  
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SCHOOLS DIVISION OF DIPOLOG CITY

**SPECIAL EDUCATION FUND (SEF) ACTION PLAN**  
**IN PREPARATION FOR 3-YEAR IMPLEMENTATION PLAN**  
AUGUST TO OCTOBER 2024

ACTIVITY	EXPECTED OUTPUT	TARGET DATE	RESPONSIBLE PERSONS/ INVOLVED PERSONS	REMARKS
Consultation Meeting	Suggested actions to be taken for the formulation of a plan	Aug. 5, 2024	SDS, Planning Officer, LSB TWG Focal	
Formulation of SEF Action Plan	Crafted SEF Action Plan as the basis to formulate a 3-year implementation/ investment plan	Aug. 8, 2024	LSB TWG Focal	
Situational/ Data Analysis	<ul style="list-style-type: none"><li>Identified the education status of learners in Dipolog City (<i>sources ALS, Inclusive Education strategies, KPI, Researches, others</i>)</li><li>Listed priority PPAs based on gathered data (<i>sources NSBI, LIS, school needs request, others</i>)</li><li>Crafted Dipolog City Profile/ Status in Basic Education for Public Schools (<i>indicating issues and concerns in education</i>)</li></ul>	Aug. 22-23, 2024  Aug. 29-30, 2024	Lead: Planning and Research Officers  Support (data): <ul style="list-style-type: none"><li>ALS Focal</li><li>Inclusive Education Focal</li><li>Education Facilities Focal</li><li>NRP/NMP Focal</li><li>LSB TWG Focal</li></ul>	





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ACTIVITY	EXPECTED OUTPUT	TARGET DATE	RESPONSIBLE PERSONS/ INVOLVED PERSONS	REMARKS
Prioritizing 3-year PPAs	<ul style="list-style-type: none"> <li>Presented crafted Dipolog City Profile/ Status in Basic Education for Public Schools</li> <li>Finalized strategies to address issues and concerns in basic education</li> </ul>	Sep. 10, 2024	Lead: Planning and Research Officers  Participants: <ul style="list-style-type: none"> <li>SGOD and CID Chief</li> <li>EPS and PSDS</li> <li>School Head Rep (Presidents Elem and HS)</li> <li>Division Fed SSLG/ SELG Presidents</li> </ul>	
Crafting of SEF 3-year Plan	<ul style="list-style-type: none"> <li>Reviewed DEDP for PPAs alignment</li> </ul>	Sep. 13, 2024	SDO-Based LSB TWG Members	Include SGLG and Child-Friendly Local Governance Audit Requirements
	<ul style="list-style-type: none"> <li>Conducted consultation meeting with identified prioritized PPAs Focal for suggested strategies and budget allocation</li> </ul>	Sep. 17, 2024	Focal Persons of Identified prioritized PPAs	
	<ul style="list-style-type: none"> <li>Finalized 3-year plan</li> </ul>	Sep. 23, 2024	SDO-Based LSB TWG Members	
Presentation of SEF Plan to Local School Board	<ul style="list-style-type: none"> <li>Presented SEF 3-year plan</li> <li>Issued resolution of approval of the plan</li> </ul>	Oct. 2024	SDS and LSB TWG Focal	LSB Meeting Schedule



Address: Purok Farmers, Olingan, Dipolog City  
 Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
 Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
 Facebook: DepEd Tayo – Division of Dipolog City



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ACTIVITY	EXPECTED OUTPUT	TARGET DATE	RESPONSIBLE PERSONS/ INVOLVED PERSONS	REMARKS
Presentation of approved SEF Plan to School Heads	<ul style="list-style-type: none"><li>Presented approved plan to School Heads, Top Management, EPS/PSDS, SGOD and other concerned</li></ul>	Oct. 2024	LSB TWG Focal with assistance of LSB TWG Team Members	DiManCom Meeting Schedule

Prepared by:

**JESEL B. CHIU**

*SDO-Based LSB TWG Focal Person*

Approved by:

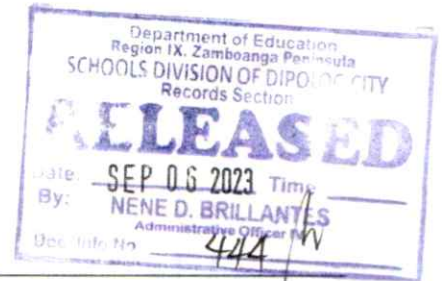
**MA. LIZA R. TABILON EdD., CESO V**

*Schools Division Superintendent*





Republic of the Philippines  
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SCHOOLS DIVISION OF DIPOLOG CITY



06 September 2023

**Division Memorandum**

No. 444, s. 2023

**COMPOSITION AND FUNCTION OF  
SDO-BASED LSB TECHNICAL WORKING TEAM**

To: Jesel B. Chiu  
Marie Antoinette F. Nazareth  
Neil Nonato F. Sebastian  
Adrian G. Refugio  
Ceilbert E. Dondoyano, Jr.  
Love L. Ricafort  
Assistant Schools Division Superintendent  
CID/SGOD Chiefs  
EPS/PSDS/Section Heads  
ALL OTHERS CONCERNED  
*This Division*

1. To fulfil each local government's basic education responsibilities, a funding, which comes primarily from surcharge on local property taxes, goes into Special Education Fund (SEF) which is managed by a Local School Board. The Schools Education Fund (SEF) is a very significant source of additional funding for the school system; hence, the need for strategic prioritization policies for its equitable distribution among schools, and the monitoring of its utilization and implementation.
2. To help the Division Executive Committee in keeping track of LSB's implementation of Programs, Projects, Activities, and utilization of the Schools Education Fund, a technical working team, who shall be specifically called **SDO-Based LSB TWG**, is hereby created. The TWG shall be composed of the following persons:

FOCAL PERSON	JESEL B. CHIU
MEMBERS	MARIE ANTOINETTE F. NAZARETH NEIL NONATO F. SEBASTIAN ADRIAN G. REFUGIO LOVE L. RICAFORT CEILBERT E. DONDOYANO JR.





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3. The functions of the SDO-BASED LSB TWG are the following:
  - a. Draft a three-year program indicating strategic prioritization policies in the allocation of the Schools Education Fund (SEF) to schools, taking into consideration equitable sharing and priority needs in accordance with the School Improvement Plan (SIP) and the Division Education Development Plan (DEDP). The three-year program shall be presented first before the Division Executive Committee (DEXECOM) for its review, before its presentation, further review and approval of the Local School Board;
  - b. Initiate in the consultation/discussion/hearing with schools and stakeholders concerning requests for SEF funding for the ensuing budget year. The TWG shall consolidate all the budget requests, and draft SEF Budget, subject, again, to the review of the Division Executive Committee (DEXECOM), before its presentation and approval to/of the Local School Board;
  - c. Monitor the implementation of the different PPAs, and the utilization of the budget. The TWG shall have the duty to facilitate the procurement process, and to call the attention of the end-users for the effective implementation of the PPAs;
  - d. Gather needed reports for consolidation and submission to concerned offices.
4. In view of the creation of the SDO-BASED LSB TWG, the *SEF TASKFORCE COMMITTEE* is deemed dissolved.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent

