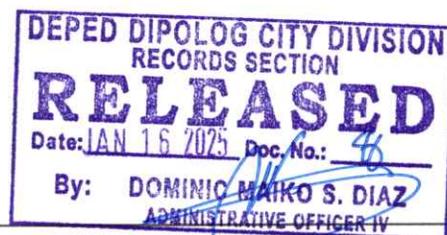




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



15 January 2025

**DIVISION MEMORANDUM**  
No. 40, s. 2025

**SPECIAL EDUCATION FUND (SEF) CY 2025  
MONITORING OF PPAs (CAPITAL OUTLAY)**

To: **Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Jovencia M. Samante, ALS Center  
Gina O. Regañom, Sicayab NHS  
Joselito S. Tizon, ZNNHS  
Ronillo S. Yarag, SGOD EPS  
Christopher Ace B. Bael, Engr III  
SDO-Based LSB Technical Working Team  
All other concerned**

1. Pursuant to the released Division Memo No. 444, s. 2023 “Composition and Function of SDO-Based LSB Technical Working Team”, the office would like to reiterate one of the functions of the TWG indicated in item 3.c *Monitor the implementation of the different PPAs, and the utilization of the budget.*
2. As such, SDO-Based LSB TWG are tasked to conduct a monitoring on the ongoing and upcoming PPAs specifically on the capital outlay to ensure its completion and implementation.
3. Also, schools or learning centers where project is or will be implemented are requested to assist in the monitoring with the assistance of School PTA Officers or Non-Teaching Personnel (Admin Officers).
4. Below are the PPAs for CY 2025 under Special Education Fund:
  - a. Sicayab NHS – 3-storey 9 Classrooms
  - b. ALS Center – 2-storey 4 Classrooms
  - c. ZNNHS – Installation of Steel Bridge (2 units)
  - d. Dipolog Science Centrum Improvement
5. Enclosed are the simplified monitoring template and Program of Works for your reference.
6. If you have clarifications, kindly coordinate with our LSB TWG Focal Person, Jesel B. Chiu at 09488585800.
7. Immediate dissemination of this memorandum is desired.

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

Encl.: Monitoring Template | POWs  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SGOD CID

JBC/20250115-DM-SEF Monitoring  
SGOD-SMN/ January 15, 2025



Address: Purok Farmers, Olingan, Dipolog City  
Email: dipolog.city@deped.gov.ph  
Website: www.depeddipolog.net  
Facebook: DepEd Tayo – Division of Dipolog City



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

**SEF MONITORING TOOL**  
**(Capital Outlay)**

**School/ Learning Center:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

Particulars	Findings
<b>Materials</b> <i>Materials used are adequate and meet the project's specification</i>	
<b>Quality Control</b> <i>Ensure that the materials and processes used meet the standards set out in the project plan</i>	
<b>Timeliness</b> <i>Monitor the project schedule to ensure that the project is on track</i>	
<b>Adjacent Properties</b> <i>Monitor for vibrations, cracks and other issues that could affect the adjacent properties</i>	

(see Program of Works)

**Recommendations**

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Prepared by:  <i>(Name and Signature)</i>	Checked and Noted by:  <i>(Name and Signature)</i>
<b>LSB TWG/ PTA/ Admin/ Other</b>	<b>School/ Section Head</b>





Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
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.



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No: (065) 908-2583  
Email Address: dipologcity@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



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

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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



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga PENINSULA  
DIVISION OF CITY SCHOOLS  
Dipolog City

FY 2024  
SPECIAL EDUCATION FUND

**SUPPLEMENTAL BUDGET NO. 9**

STATEMENT

AMOUNT

Funding Source: Unappropriated Balance ..... P 2,074,765.91  
Available for Appropriation ..... P 2,074,765.91

I HEREBY CERTIFY to the correctness of the above statement of funds available for appropriation.

  
**BETTY B. ORIOLA**  
City Treasurer

APPROPRIATIONS

I. CURRENT OPERATING EXPENDITURES

- A. Personal Services
- B. Maintenance and Other Operating Expenses

II. CAPITAL OUTLAY

A. INSTALLATION OF STEEL BRIDGE (2 UNITS)  
AT ZNNHS BARANGAY ESTAKA DIPOLOG CITY ..... P 475,000.00

TOTAL EXPENDITURES ..... P 475,000.00

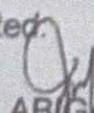
UNAPPROPRIATED BALANCE ..... P1,599,765.91

Prepared by:

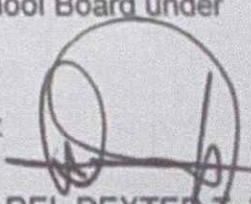
  
**DR. MA. LIZA R. TABILON, CESO V**  
City Schools Division Superintendent  
Co-Chairman

THIS IS TO CERTIFY that the above budget was approved by the Local (City) School Board under  
**Resolution No. 15** dated July 30, 2024.

Attested:

  
**JOAN ABIGAIL N. PELPINOSAS**  
Secretary

Approved:

  
**DAREL DEXTER T. UY**  
City Mayor  
Chairman

