



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 27 2025

MEMORANDUM
No. 153, s. 2025

**CREATION OF A DIVISION SPECIAL EDUCATION FUND (SEF)
TECHNICAL WORKING GROUP (SEF-TWG)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Secondary School Heads/OICs
Others Concerned

1. SDO-Muntinlupa recognizes the value of maximizing education resources to address the complex challenges confronting the basic education sector. Its efforts include improving how it carries out mandates related to the Special Education Fund (SEF), thereby contributing to enhanced bottom-up budgeting, timely submission of budget requests, and achievement of utilization targets.

2. As an initial crucial step, it announces the creation of a Division Special Education Fund (SEF) Technical Working Group (**SEF-TWG**), with the following functions:

2.1 Assist in the preparation of the proposed SEF Budget for the ensuing year to be submitted to the Local School Board (LSB) guided by the timeline indicated in Joint Memorandum Circular No. 1, s. 2017 or the *Revised Guidelines on the Use of the Special Education Fund (SEF)*.

1.1.1.1 Consolidate priorities reflected in the School Improvement Plans (SIPs) and the Division Development Plan (DDDP).

1.1.1.2 Serve as technical working group (TWG) for consultations/discussions/hearings with schools and other stakeholders for determining budget priorities.

1.1.1.3 Consolidate budget requests from the elementary and secondary schools for submission to the Office of the Schools Division Superintendent.

1.1.1.4 Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.

2.2 Ensure project outcomes are achieved on time, on budget, to quality standards, within the agreed scope, and compliant with the established City Government of Muntinlupa (CGM) project management methodology.

2.2.1 Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation, and implementing and monitoring project plans.

2.2.2 Prepare and maintain project documentation for reporting, monitoring, and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.



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2.2.3 Source, collate, and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.

3. The **SEF-TWG** Members and their respective functions are as follows:

Role	SDO Official	Terms of Reference
Chairperson	Violeta M. Gonzales Asst. Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent	<ul style="list-style-type: none">• Convene and facilitate quarterly and other SEF-TWG meetings.• Maintain appropriate links and dialogues among SEF-TWG members and other relevant actors.• Review and endorse to the Local School Board (LSB) the proposed SEF Budget for the ensuing year.• Sign all SEF-related communications.• Approve all SEF-contingent SDO actions.
Vice-Chairperson	Lilia A. Ricero Education Program Supervisor Officer-in-Charge Office of the Schools Division Superintendent	<ul style="list-style-type: none">• Serve in interim capacity as SEF-TWG Chair if the Chair is unable to perform her functions.• Oversee the quarterly task force evaluation process and act on the results, in partnership with the secretariat.• Other ad hoc duties as assigned by the SEF-TWG Chair.
SEF Focal Person	Florante C. Marmeto Chief Education Supervisor Curriculum Implementation Division (CID)	<ul style="list-style-type: none">• Monitor the implementation of SEF-funded Programs, Projects and Activities (PPAs), as well as other related commitment of the SDO.• Ensure adequate guidance for the committee members.• Liaise with the concerned City Government of Muntinlupa (CGM) on SEF-related matters, including facilitating exchange of information, accomplishing budget preparation activities and supporting project completion in line with project plans.



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		<ul style="list-style-type: none">• Prepare regular, objective, accurate and reliable reports on SEF-funded projects for the Chairperson.• Serve as the focal person for the following PPAs under Support to Education (Logistics and Support Services)—Provision for Training Activities and other related PPAs, and other PPAs assigned by the SEF-TWG Chair.• Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans.
	<p>Ma. Regalee A. Olarte OIC-Chief Supervisor School Governance and Operations Division (SGOD)</p>	<ul style="list-style-type: none">• Serve as the focal person for all PPAs under General Administration and Support—(1) Human Resource Management Program, including the hiring of utility workers, security guards, etc., the following PPAs under (2) Operations--educational research grants and provision for scouting activities, and (3) other PPAs assigned by the DSET Chair.• Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans.• Submit regular report and brief to the Chair through the LSB Focal Person.



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	<p>Engr. Jerone Tagapan Engineer III, Education Facilities Section</p>	<ul style="list-style-type: none">• Serve as the focal person for the following PPAs under the Social Infrastructure Program— (1) Construction, Repair and Maintenance of School Buildings and Other Facilities, (2) Acquisition and Titling of Sites and (3) other PPAs assigned by the SEF-TWG Chair.• Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans.• Submit regular report and brief to the Chair through the LSB Focal Person.
	<p>Joice I. Luna Administrative Officer IV Supply Office</p>	<ul style="list-style-type: none">• Serve as the focal person for the following programs and projects under the Support to Operation (Logistics and Support Program)— (1) Provision of Insurance for Various Schools, Payment of Fuel, Oil, and Lubricants, Payment of Electricity, Water, Telephone, and Internet Subscription, Repair and Maintenance of Equipment and Motor Vehicles, (2) Provision of Furniture, Fixtures, supplies, materials and equipment , and (3) other PPAs assigned by the SEF-TWG Chair.• Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project





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		<p>documentation and implementing and monitoring project plans.</p> <ul style="list-style-type: none"> • Submit regular report and brief to the Chair through the LSB Focal Person.
	<p>May L. Borjal Information Technology Officer</p>	<ul style="list-style-type: none"> • Serve as the focal person for all programs and projects under the Support to Operation (Logistics and Support Program)— (1) acquisition of information technology equipment and (2) corollary supporting services and (3) other PPAs assigned by the SEF-TWG Chair. • Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans. • Submit regular report and brief to the Chair through the LSB Focal Person.
	<p>Mr. Edison Enerlas Education program Supervisor-MAPEH</p>	<ul style="list-style-type: none"> • Serve as the focal person for the following PPAs under the Support to Operation (Integrated and Inclusive Public Education Program)— (1) sports development including expenses for school sports activities at various governance levels and (2) other PPAs assigned by the SEF-TWG Chair. • Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and





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		<p>implementing and monitoring project plans.</p> <ul style="list-style-type: none"> • Submit regular report and brief to the Chair through the LSB Focal Person.
	<p>Gina U. Urquia Education Program Supervisor- LRMS</p>	<ul style="list-style-type: none"> • Serve as the focal person for the following PPAs under the Support to Education-Logistics and Support Services Program— (1) Purchase of Books and Periodicals and (2) other PPAs assigned by the SEF-TWG. • Provide a range of project management and support services related to the mentioned PPAs, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans. • Submit regular report and brief to the Chair through the LSB Focal Person.
	<p>Hilario G. Canasa Principal II (Elementary)</p>	<ul style="list-style-type: none"> • Consolidate budget requests of the elementary schools for submission to the Office of the Schools Division Superintendent • Provide periodic updates on SEF-funded PPAs in elementary schools.
	<p>Ador B. Querubin Principal IV (Secondary)</p>	<ul style="list-style-type: none"> • Consolidate budget requests of the secondary schools for submission to the Office of the Schools Division Superintendent. • Provide periodic updates on SEF-funded PPAs in secondary schools.
Secretariat	<p>Dr. Jay Boy E. Evano Public Schools District Supervisor LSB Secretariat</p>	<ul style="list-style-type: none"> • Maintain SEF-TWG records. • Manage meetings, including schedule agenda, materials, minutes and documentation.





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		<ul style="list-style-type: none"> • Assist the Chairperson and the SEF Focal Person in accomplishing the budget-related forms, including the SEF Budget Preparation Form No. 1, Programmed Appropriation and Obligation by Object of Expenditures, among others in coordination with the SEF-TWG members and concerned CGM Offices. • Draft presentations and other materials for engagements with the CGM and other interfacing offices.
	<p>Noemi A. Valdez Administrative Officer V</p>	<ul style="list-style-type: none"> • Assist the SEF-TWG in the preparation of the documentary requirements. • Track deadlines, facilitate communication, and ensure projects stay on track. • Facilitate the submission of reports, including the quarterly SEF Utilization Report.
	<p>Atty. Erness Faith Regacho-Espanto Legal Officer III, NEU President</p>	<ul style="list-style-type: none"> • Provide legal assistance to the committee to ensure adherence to all relevant laws and regulations. • Review SEF-related correspondences and other documents as directed by the Chairperson.

4. For wide dissemination and compliance.

Violeta M. Gonzales
VIOLETA M. GONZALES

Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl: As stated

To be indicated in the **Perpetual Index**

Under the following subjects

SPECIAL EDUCATION FUND

COMMITTEE

JBE/Memo — Creation Of A Division Special Education Task Force (DSET)

153 / March 7, 2025

NUM-2025-153



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