



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

AUG 11 2025

MEMORANDUM  
No. 392, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM-342, S. 2005  
ENTITLED: 2026 SPECIAL EDUCATION FUND (SEF) BUDGET PREPARATION**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
SHAPE-TWG

1. In reference to the Memorandum issued on July 15, 2025, regarding the 2026 SEF Budget Preparation, and to ensure holistic stakeholder engagement in aligning SEF priorities with evidence-based strategies, the presentation of work programs for the proposed **2026 SEF budget priorities is moved from August 13 to August 15, 2025, 2:00 PM at the SDO Activity Center** and is hereby incorporated into the budget planning process.
2. This activity aims to provide a platform for SEF-TWG members to present project proposals within their respective areas of assignment, ensuring rigorous review, alignment with Division goals, and optimal resource allocation before consolidation.
3. The SEF-TWG is expected to accomplish the following after the presentation:
  - o consolidated technical feedback for proposal refinement before final budget consolidation (due August 31, 2025); and
  - o prioritized project list for inclusion in the 2026 SEF Proposed Budget.
4. For your information, guidance, and compliance.

  
VIOLETA M. GONZALES

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

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NUM-2025-392



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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Encl: As stated  
To be indicated in the **Perpetual Index**  
Under the following subjects

**SEF-TWG**

**PROGRAMS AND PROJECTS**

**JBE/Memo — Addendum To Division Memorandum-342, S. 2005 entitled: 2026 Special Education Fund (SEF) Budget Preparation**

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8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)