



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 495, s. 2025

**PRESENTATION OF BUDGET PROPOSALS FOR
THE SPECIAL EDUCATION FUND (SEF) 2026**

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

1. This is to announce the schedule for the formal presentation of the Special Education Fund (SEF) Budget Proposals for Fiscal Year 2026 on October 7, 2025, 9:00 AM at the Office of the Schools Division Superintendent.
2. All concerned are required to present their detailed budget requests to the SEF-TWG based on the schools' funding requests. This presentation is a crucial step in the review and approval process to ensure that all proposed programs, projects, and activities are aligned with the strategic goals of the SEF and are supported by clear justifications.
3. To facilitate a uniform and efficient review, all presenters are hereby directed to **strictly follow the prescribed SEF Budget Presentation format**. The required template is attached for your reference and use. Failure to adhere to the prescribed format may result in the deferral of your presentation.
4. For guidance, the identified budget priorities and the designated personnel-in-charge for each are listed below. Proponents should coordinate with the respective leads for their areas.

PRIORITY PROJECT / PROGRAM	PERSONNEL-IN-CHARGE
Additional City Paid Personnel	Mrs. Noemi A. Valdez Administrative Officer V
Acquisition of Laboratory, Technical and Similar Apparatus	Dr. Florante C. Marmeto CID Chief



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PRIORITY PROJECT / PROGRAM	PERSONNEL-IN-CHARGE
Training/Webinars for Teaching and Non-Teaching Personnel, School Leaders	Dr. Florante C. Marmeto/ Ms. Ivy M. Romano SEPS, HRD
Information and Technology Equipment (including internet connection, maintenance, etc.)	Ms. May I. Borjal IT Officer
Educational Research	Ms. Phoebe R. Arroyo SEPS, P & R
Purchase of Books and Periodicals	Dr. Gina U. Urquia EPS, LRMS
Sports Development	Mr. Edison C. Enerlas EPS, MAPEH
Electricity Consumption	Ms. Ma. Regaele A. Olarte OIC-Chief, SGOD
Boy Scouts	Mr. Eduardo L. Kondo PDO II
Girl Scouts	Dr. Marissa M. Andanza EPS, ALS & Kindergarten
Security Services	Mrs. Noemi A. Valdez
Journalism	Dr. Ma. Carmen D. Solayao EPS, English
Festival of Talents	Dr. Leonaida Gutierrez EPS, TLE
Furniture and Fixtures	Ms. Joiche I. Luna Administrative Officer IV, Supply
Office Equipment	
Other Machinery and Equipment	




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PRIORITY PROJECT / PROGRAM	PERSONNEL-IN-CHARGE
Water Supply Systems	Engr. Jerone Tagapan Division Engineer
Power Supply Systems	
Repair and Maintenance of School Building and Other Structures	

5. For your unwavering commitment and prompt attention to this.


VIOLETA M. GONZALES CESO VI
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 PROGRAMS, PROJECTS AND ACTIVITIES

JBE/Memo — Presentation Of Budget Proposals for the Special Education Fund (SEF) 2025

_____495_____/October 3, 2025