



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 23 2025

MEMORANDUM

**SUBMISSION OF SCHOOL PRIORITY PROGRAMS, PROJECTS, AND ACTIVITIES
(PPAs) FOR FUNDING UNDER THE SPECIAL EDUCATION FUND (SEF)
FOR INCLUSION IN THE SIX-YEAR SPECIAL EDUCATION FUND
INVESTMENT PROGRAM (SEFIP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In preparation for the formulation of the Six-Year Special Education Fund Investment Program (SEFIP) and the Annual Special Education Fund (SEF) Budget, and pursuant to the provisions of Joint Circular No. 01, s. 2025, all public elementary and secondary schools are hereby directed to submit their priority Programs, Projects, and Activities (PPAs) for possible funding under the Special Education Fund.

2. To ensure that the proposed PPAs are responsive to the needs of learners and aligned with the strategic directions of the Schools Division Office of Muntinlupa, School Heads are directed to observe the following:

- 2.1. Convene the School Planning Team (SPT) to review school performance data, identify priority needs, and deliberate on the prioritization of PPAs before submission;
- 2.2. Ensure that all proposed PPAs are aligned with the following:
 - School Improvement Plan (SIP)/Medium Term Plan;
 - Annual Implementation Plan (AIP);
 - Division Education Development Plan (DEDP);
 - Quality Basic Education Development Plan (QBEDP);
 - SIKLAB DUNONG: 3-Year Roadmap Towards Strengthened Basic Education in Muntinlupa City; and
 - Other relevant DepEd policies and priorities.



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2.3. Proposed PPAs shall be evidence-based and supported by school data. Priority shall be given to interventions that directly contribute to improving learner outcomes, particularly in literacy, numeracy, science, learner participation and retention, teacher development, learning environment, and school governance, consistent with the strategic priorities of the Division; and

2.4. The School Planning Team shall ensure that the proposed PPAs are prioritized based on strategic importance, urgency, magnitude, feasibility, and impact on learner outcomes, alignment with Division priorities, and availability of resources.

3. Each school shall submit the following documents in support of its proposed Programs, Projects, and Activities (PPAs) for funding under the Special Education Fund (SEF). The templates for these documents may be accessed through the following links:

- Annex A – List of Non-Teaching Personnel Funded by the SEF
<https://bit.ly/LIST-OF-NON-TEACHING-PERSONNEL>
- Annex B – List of Programs, Projects, and Activities (PPAs) for FY 2027
<https://bit.ly/LIST-OF-PPAs-FY2027>
- Annex C – Project Brief Proposal Template is intended only for non-school-based proposals and is not required to be submitted by public elementary and secondary schools.

4. All documentary requirements shall be submitted to the Curriculum Implementation Division (CID) through the SEFIP Technical Working Group on or before July 31, 2026.

5. All submitted proposals shall undergo technical review and evaluation based on the following:

- Alignment with Joint Circular No. 01, s. 2025;
- Alignment with the SIKLAB DUNONG Roadmap;
- Contribution to the learning outcomes and strategic priorities of the Schools Division Office of Muntinlupa;
- Alignment with the school's School Improvement Plan (SIP) and other education plans;
- Compliance with allowable SEF expenditures; and
- Availability of SEF funds.



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Submission of the proposal does not automatically guarantee funding. Only proposals that satisfy the above criteria and are recommended by the SEFIP Technical Working Group shall be considered for inclusion in the Six-Year Special Education Fund Investment Program (SEFIP) and the Annual SEF Budget.

6. For strict compliance and guidance of all concerned.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

FUND

PLANNING

PROGRAM

PRA/DM/Submission of School Priority Programs, Projects, and Activities (PPAs) for Funding under the Special Education Fund (SEF)
For Inclusion in the Six-Year Special Education Fund Investment Program (SEFIP)
_____/ July 21, 2026

ANNEX A

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY
Muntinlupa Elementary School
2027 SPECIAL EDUCATION FUND

LIST OF NON TEACHING PERSONNEL FUNDED BY SEF

NON-TEACHING PERSONNEL

Existing Nonteaching Personnel

[illegible]

PROPOSED NONTEACHING PERSONNEL

[illegible]

ANNEX B

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY
Muntinlupa Elementary School
2027 SPECIAL EDUCATION FUND - MOOE

SUPPORT TO OPERATION	
Program/Project/Activity	Proposed Request Details
Repair and Maintenance of Motor Vehicle	
Provision for Supplies, Materials, Equipment and Furnitures and Fixtures	
OPERATION	
Repair and Maintenance of School Buildings and other Structures	
Upgrading of Electrical/Power Supply System	
Rehabilitation/Construction/Improvement of Water Supply System	
OTHER REQUEST/S	
those that are NOT mentioned above	

Annex C

PROJECT BRIEF PROPOSAL

Program/Project Name:	NAME OF PROGRAM/PROJECT
Brief Description:	
Program/Project Component:	
Proponents:	
Justification:	
Intended Beneficiaries:	
Estimated Cost:	
Program or Project Term:	
Target Output(s) and Success Indicator(s):	
Possible Risks:	
Risk Mitigation:	
Expected Stakeholder's Response	

CONTENTS OF PROJECT BRIEF
(With Guide Questions)

1. Name and Type of Project

- What is the working name of the project? It must be brief and catchy
- Short description must be added. How would it be described in 2-3 sentences?
- Project proponent or originator of idea
- In what category does it fall
 - **Infrastructure & other physical capital?**
 - **Public and private institutions?**
 - **Social, local economic development, environmental management?**
 - **Other?**
- **Where is the proposed location of the project?**
- **Are the project's demands on the natural resources assured of being met for the life of the project?**
- **Would the Project be at any risk of environmental and human-made hazards?**
- Are the project's demands on natural resources assured of being met for the life of the project?

2. Activity Components

- State the indicative duration of each component. **What places, activities, and groups in the same area are targeted by the project?**
- List the things that need to be done to produce the desired output
 - **Is formal feasibility/design study required?**
- **Who would manage implementation?**
- **What complementary measures are needed to ensure project success or reinforce the intended effects?**

3. Estimated Cost of Resource Inputs- What amount of implementation funding is required?

(Classified into human power, materials, equipment, etc. by activity component, where applicable and in pesos as possible)

- Materials _____
- Human Resources (Labor) _____
- Equipment _____
- Etc. _____
- Total Php _____

- **What is the likely funding source?**
- Is the project expected to be financially self-sustaining?

4. Justification of the Project

- **Rationale/objective derived from the CLUP/CDP**
- **Indicate the issue being addressed as identified in the plan**
- What indicators of development does the proposed project address?
- On what other places is the project likely to have an effect, and how?

- What social and economic activities in what locations are likely to be affected by the project, and how?
- In what way, if there is any, is the proposed project related to other planned or ongoing area development activities?

5. Target Beneficiaries

- Population Sectors or geographical areas
- Specify how men and women or specific areas will be benefited

6. Target Outputs or Success Indicators

- **Quantify if possible**
- **Include indicator of success and means of verification**
- What complementary measures are needed to ensure project success or reinforce the intended effects?
- Will the project lower transaction cost?
- Will the project reduce barriers to participation?
- Will the project increase local area employment?
- Will the project increase income multiplication?
- What will be the public revenue and expenditure impacts of the project?
- Is the project meant to improve area socio-economic performance in any other ways?

7. Possible Risks or External Factors that Could Frustrate the Realization of the Project

- May be natural, social, economic, etc

8. Expected Private Sector Response

- Specify desired private sector participation, e.g., investments
- What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?