



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 363, s. 2026

**CLARIFICATION ON THE PROPER CHANNELING OF ALL SPECIAL
EDUCATION FUND (SEF) MATTERS THROUGH THE LSB SECRETARIAT**

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

1. Pursuant to the policy ensuring orderly, transparent, and documented processing of all Local School Board (LSB)-related matters, all official communications, requests, proposals, reports, appeals, and other correspondences pertaining to the functions, funding, or resolutions of the Local School Board shall strictly be coursed through the LSB Secretariat, via its Head, Dr. Florante C. Marmeto. Such communications shall be submitted to the Secretariat Office (Curriculum Implementation Division) for proper receipt, evaluation, and endorsement.

2. In view of the ongoing transition in the Secretariat, **Dr. Jay Boy E. Evano, Principal IV-Sucat SHS**, and **Mrs. Noemi A. Valdez (Administrative Officer V)**, as the previous Secretariat, are directed to endorse and turnover all LSB-related documents and reports to **Dr. Florante C. Marmeto**, Head of the LSB Secretariat, **not later than August 14, 2026**.

3. The documents and reports to be endorsed shall include, but are not limited to, the following:

Category	Documents/Reports
SEF Budget and Financial Documents	Approved SEF Budgets, Work and Financial Plans, Budget Realignment Requests, SEF Investment Program (SEFIP) documents
SEF Utilization and Liquidation Reports	Quarterly and Annual SEF Utilization Reports, Liquidation Reports, Disbursement documents



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Category	Documents/Reports
SEF Project Proposals and Requests	SEF-funded project proposals, Requests for fund releases, Requests for fund realignment
Communications and Correspondences	Official communications with DepEd, DBM, DOF, DILG, and other agencies relative to SEF, Letters, Memoranda, and other official correspondences
LSB Meeting Documents	Agendas, Minutes of LSB Meetings, Resolutions, and other LSB issuances
Reportorial Requirements	SEF data submitted to DepEd Central Office, SEF Monitoring Reports, Other reportorial documents required by DepEd, DBM, DOF, and DILG
Other LSB-Related Documents	Appeals, Requests for clarification, and all other documents pertaining to LSB functions and funding.

4. A Certification of Turnover and Receipt of Documents shall be executed by both the outgoing and incoming Secretariat to ensure completeness and accountability.

5. For strict compliance.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

LOCAL SCHOOL BOARD

COMMITTEE

VMG/Memo — Clarification on the Proper Channeling of All Special Education Fund (SEF) Matters through the LSB Secretariat

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