

DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 9, 2026

DIVISION MEMORANDUM
No. 206, S. 2026

COMPLIANCE TO PROPER CHANNELS FOR REQUESTS OF SCHOOLS FOR FUNDING ASSISTANCE FROM THE SPECIAL EDUCATION FUND

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Elementary and Secondary School Heads

1. This office noted that the requests of School Heads for funding assistance to schools' operations that are subject to funding appropriation from the Special Education Fund becomes a persistent issue that needs to be addressed.
2. All requests for funding assistance of schools from the local government will invariably be referred to the Local School Board for possible fund appropriation. Thus, it is subject to regulations under DEPED-DBM-DILG Joint Circular No. 1, s. 2017. Therefore, all requests for SEF appropriation shall go through this process flow: Schools to Municipal Local School Board then to the Provincial School Board following the timelines in said Joint Circular.
3. Thus, the PSDSs are directed to take necessary action so that requests for appropriations from the SEF will go through the proper channels and offices. Otherwise, said requests shall be returned to the requesting party for pertinent action.
4. For information and compliance.

[Signature]
MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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