DIVISION MEMORANDUM

No. 126, s. 2019

December 6, 2019

CONSULTATION MEETING AND FINALIZAIONT OF PROJECT PROPOSALS
FOR LGU SPECIAL EDUCATION FUND (SEF) SUPPORT AND OTHER FUND
SOURCES FOR FY 2020

To: DIVISION CHIEFS (CID and SGOD)
ALL PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL EDUCATION PROGRAM SUPERVISORS
SCHOOL HEADS (SECONDARY AND ELEMENTARY)
SENIOR EDUCATION PROGRAM SPECIALIST
EDUCATION PROGRAM SPECIALIST
ADMINISTRATIVE OFFICER V, SUPPLY OFFICER
BUDGET OFFICER, ACCOUNTANT III
PLANNING OFFICER, ENGINEER III
OFFICER-IN-CHARGE OF HEALTH AND NUTRITION
ATTORNEY III, NEU DIVISION PRESIDENT

1. Relative to the finalization of the project proposals to be submitted to the Office of the
City Mayor for purposes of funding under the Special Education Fund (SEF), you are
hereby directed to attend the consultation meeting from 9:00 am to 3:00 pm on
December 7, 2019 (Saturday) at the Audio-Visual Room of the Digos City National High
School.

2. The meeting shall focus on the creation of Committee/s to evaluate the proposals which
can be funded under the Special Education Fund or General Funds, and to streamline
the procedures and terms of reference of the members in requesting for funds from the
Local Government Unit (LGU) based on the expectation/s of Mayor Josef F. Cagas. For
proposals which cannot be accommodated in the 2020 SEF, other funds sources shall
also be tapped to accommodate those proposals for funding them based on Urgency,
Necessity, Importance, Magnitude (content) and such other criteria that the created
Committee may set.

3. Compensatory Overtime Credits shall be granted to the participants.

4. For immediate dissemination and strict compliance.

CRISTY C. EPE, CESE
Schools Division Superintendent