



DIVISION MEMORANDUM

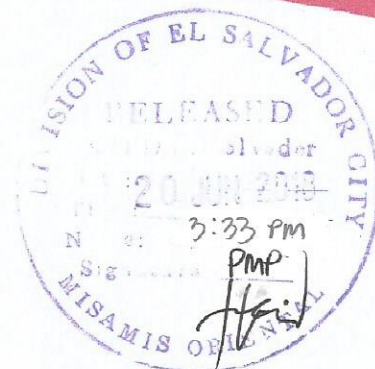
No. 174 s, 2018

To: ALL PROGRAM HOLDERS

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: CY 2018 SPECIAL EDUCATION FUND UTILIZATION

Date: June 20, 2018



1. All program holders are hereby directed to submit their Purchase Request to Marisa B. Jaudian (Division Office SEF In-Charge) on the first working day of the month as scheduled in the approved Project Procurement Management Plan (PPMP) 2018. This is to expedite the implementation of projects, programs and activities that are funded by the City Government thru SEF.
2. Submission of Fund Utilization Report every 5th day of the following month is required in order to closely monitor the utilization of funds. The detailed status of each fund must be indicated in the "Remarks" column, be it partially implemented or not, so as to verify if the procurement process has been initiated for those funds which are not yet utilized or marked as "Disbursed".
3. Enclosed is the Approved Project Procurement Management Plan (PPMP) for the SEF 2018 Original Budget as well as the Supplemental SEF and the template to be used in preparing the utilization report.
4. For immediate dissemination and strict compliance.