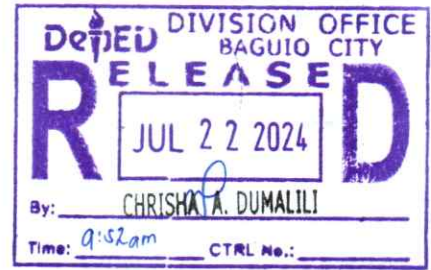




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 22, 2024

OFFICE MEMORANDUM

No. **028-2024**

**SUBMISSION OF PROGRAM/PROJECT/ACTIVITY PROPOSALS FOR CALENDAR
YEAR 2025 FROM THE SPECIAL EDUCATION FUND**

To: Chief Education Supervisors
Section/Unit Heads
Education Program Supervisors
Public School District Supervisors
All Others Concerned

1. To facilitate the effective utilization of the Special Education Fund (SEF) and ensure that all schools have access to the resources and support they need, this Office directs all program owners and focal persons to submit their Program, Project, and Activity (PPA) proposals for Calendar Year 2025.
2. As agreed upon during the corporate planning held on June 26-28, 2024, all proposals must be submitted on or before July 31, 2024, to Ms. Honneylette C. Engngeg, Budget Officer I, at the Personnel Office.
3. Failure to submit proposals will result in the exclusion of the program owners' or focal persons' PPAs from the Calendar Year 2025 Special Education Fund.
4. For information and strict compliance.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/AS/nde

