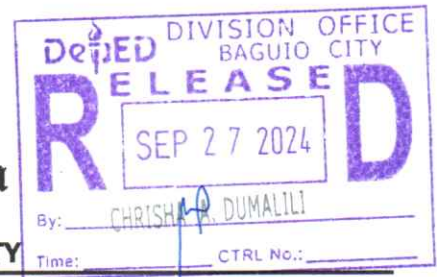




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



September 27, 2024

DIVISION MEMORANDUM  
No. **542-2024**


**MEETING ON THE RECONCILIATION OF SPECIAL EDUCATION (SEF) AND  
GENERAL (GF) FUNDS FOR PREVIOUS YEARS**

To: Chief Education Supervisors  
Education Program Supervisors (Program Owners)  
Senior Education Program Specialists (Program Owners)  
Lilibeth G. Degsi  
Honeylette C. Engngeg  
Aisa Acelyn Dy C. Torres  
Mary Ann D. Kidwas  
Nieves D. Ebanio  
All Others Concerned

1. In line with the instruction to ensure transparency and accountability in the management of the Special Education Fund (SEF) and the General Fund (GF), this Office has scheduled a meeting to address the reconciliation of these funds for previous fiscal years on **October 1, 2024, at 8:30 a.m.** at the Conference Room.
2. The agenda will focus on reviewing financial records, identifying discrepancies, and establishing corrective measures to ensure accurate reporting. Additionally, if the funds have not been fully utilized, their future use will be discussed to ensure alignment with program objectives.
3. The attendance and active participation of all individuals addressed in this memo are crucial for resolving any issues and streamlining future fund management.
4. For your guidance and strict compliance.

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

For the OIC-Schools Division Superintendent:

  
**NIEVES D. EBANIO**  
Administrative Officer V