



Republic of the Philippines
DEPARTMENT OF EDUCATION
Schools Division of San Jose del Monte City



February 11, 2020

SCHOOLS DIVISION MEMORANDUM

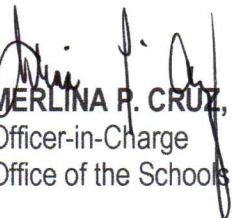
No. 058, s. 2020



To : Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

SUBMISSION OF BUDGET REQUEST FOR FY 2021

1. Pursuant to DepEd, DBM and DILG Joint Circular No. 1, s. 2017 and DepEd Order No. 10, s. 2017 regarding the Revised Guidelines on the Use of the Special Education Funds, each school head is required to submit requests for funding for the ensuing year before August 31 of the current year.
2. However, per needs assessment in the last quarter of FY 2019 until January 2020, schools have been submitting to this Office requests for funding.
3. As such, all schoolheads are instructed to submit requests for funding, with cover letter, on or before February 18, 2020 at the SDO-Records Section using the attached template.
4. Said requests shall be:
 - a. analyzed/verified/validated by the SDO
 - b. included in the priority list (according to the urgency, gravity and severity of needs)
 - c. endorsed to proper authorities, if needed
5. Immediate and wide dissemination on this Memorandum is enjoined.


MERLINA P. CRUZ, PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/mpcfjds
cn _____



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Request for Funding per DepEd-DBM-DILG Joint Circular (JC) No. 1, s. 2017

A. Construction of Classrooms/Comfort Rooms/Other School Facilities
(not covered by DepEd Budget for FY 2020)

Description of Classrooms/ Comfort Rooms/ Other School Facilities	Reason/s for Construction

B. Repair of Facilities amounting to more than Php50,000.00; Upgrading of Electrification; Installation of Water System/Tank;
(not covered by DepEd Budget for FY 2020)

Description of Repair	Reason/s for Repair

C. Utility Workers/ Security Guards
(which cannot be covered by School MOOE)

Number	Description	Number of Existing Utility Workers/ Security Guards	
		Funded by MOOE	Funded by SEF

D. Facilities and Equipment (Laboratory Apparatus/Equipment; ICT Equipment; TVL Equipment; Robotics; Copier Machine; Television; others)

Number	Description	Reason/s

E. Others *(please specify)*

Description	Reason/s

F. Requests for Funding submitted to Provincial Government / City Government

Description	Reason/s	Status

Submitted by:

 School Head

Note: All requests are subject to verification and shall be considered according to priority needs.

