



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 18, 2026

DIVISION MEMORANDUM

No. 092, s. 2026

**SUBMISSION OF DRAFT PURCHASE REQUEST (PR) AND OBLIGATION REQUEST
AND STATUS (ORS) FOR SEF-FUNDED PROGRAMS**

TO: Focal Person/Programs Handler
Special Education Fund (SEF)

1. In line with the preparation and processing of Special Education Fund (SEF)-funded programs and activities, all Focal Persons and Program Handlers are hereby directed to submit the **Draft Purchase Request (PR)** and **Draft Obligation Request and Status (ORS)** for their respective programs.
2. Concerned personnel shall submit **one (1) copy only** of the Draft PR and Draft ORS to the Supply Unit on or before **February 26, 2026**, for consolidation and submission to the Provincial Budget Office for initial review and checking.
3. Please be informed that the PR and ORS at this stage **do not need to be signed or approved**, as these documents are intended solely for evaluation and verification purposes by the Provincial Budget Office before final processing.
4. All concerned are advised to ensure that the details reflected in the draft PR and ORS are complete, accurate, and consistent with the approved SEF programs and budget allocations to avoid delays in the review process.
5. Immediate and strict compliance with this Memorandum is hereby directed.


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Schools Division Superintendent

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