



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



December 7, 2019

**DIVISION MEMORANDUM**  
No. 151, s. 2019

**COMPOSITION, FUNCTIONS AND BUDGET PRIORITIES  
OF THE CITY SCHOOL BOARD**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel

1. In pursuance to Republic Act No. 7160 entitled "*An Act Providing for Local Government Code of 1991*", this Office clarifies the composition, functions and budget priorities of the City School Board for the information and guidance of all concerned.

2. In connection thereof, it is relayed that:

2.1 The members of the City School Board based on Section 98.b.2 of Republic Act No. 7160 are as follows:

- a. The City Mayor as Chairman
- b. The City Superintendent of Schools as Co-Chairman
- c. The Chairman of the Education Committee of the Sanggunian Panlungsod
- d. The City Treasurer
- e. The Representative of the "Sangguniang Kabataan" in the Sangguniang Panlungsod
- f. The duly elected President of the City Federation of Parents-Teachers Association
- g. The duly elected Representative of the Teachers' Organization in the City
- h. The duly elected Representative of the Non-academic Personnel of Public Schools in the City

2.2 The Local School Board as specified in Section 99 of said Act shall:

- a. Determine, in accordance with the criteria set by the Department of Education, the annual supplementary budgetary needs for the operation and maintenance of public schools within the city, and the supplementary local cost of meeting such as needs, which shall be reflected in the form of an annual school board budget corresponding to its share of the proceeds of the special levy on real property constituting the Special Education Fund and such other sources of revenue as the Code and other laws or ordinance may provide;
- b. Authorize the City Treasurer to disburse funds from the Special Education Fund pursuant to the budget prepared and in accordance with existing rules and regulations;
- c. Serve as an Advisory Committee to the sanggunian concerned on educational matters such as, but not limited to, the necessity for and the uses of local appropriations for educational purposes; and
- d. Recommend changes in the names of public schools within the territorial jurisdiction of the local government unit for enactment by the sanggunian concerned.

2.3 In the utilization of the School Education Fund (SEF), the joint Circular No. 1, s. 2017 by DepEd, DBM and DILG shall be the basis.

3. Please be guided accordingly.
4. For dissemination to all concerned.



**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED** 49235  
DATE: 12 DEC 2019 TIME: 5:07  
BY: 

Encls: none

References: RA 7160

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE SEF SEF COMPOSITION, FUNCTIONS & BUDGET PRIORITIES

BSD: COMPOSITION, FUNCTIONS & BUDGET PRIORITIES OF THE CITY SCHOOL BOARD

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