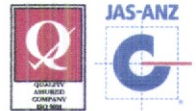




# DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

## Unnumbered Memorandum

To: All District Supervisors  
Elementary School Heads  
Secondary School Heads  
OICs/TICs  
All Concerned Personnel

From: **CATHERINE P. TALAVERA, CESO/VI**  
Schools Division Superintendent

Subject: **SUBMISSION OF REQUIREMENT FOR MONETIZATION FOR THE CY 2019**

Date: **January 6, 2020**

Please be advised that the last day of submission of pertinent papers for processing of monetization for the current year 2019 is on January 9, 2020 (Thursday) on a first-come, first-served basis.

Likewise, the following requirements shall be submitted as supporting documents, to wit;

- Request Letter of Monetization approved by the Schools Division Superintendent
- Vouchers (3 original copies)
- Approved Form 6
- Medical certificate (if on sick leave basis)

Strict and immediate compliance to this Memorandum is earnestly desired.

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time	JAN 06 2020
By:	Christel 4:16pm
Ref. no.	001

admmda01/06/20  
DEPEDQUEZON-TM-SDS-04-010-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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