



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

03 January 2024

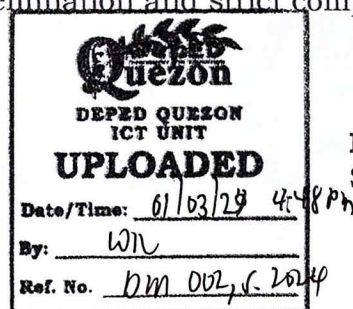
**DIVISION MEMORANDUM**  
**DM No. 002, s. 2024**

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR FY 2023  
SERVICE RECOGNITION INCENTIVE (SRI) CASH ADVANCE**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Elementary and Secondary School Heads  
All Others Concerned

- In line with the DepEd Memorandum issued December 15, 2023, entitled Guidelines on the Releasing of Service Recognition Incentives (SRIs), this Office informs the requirements for liquidation reports of SRI Cash Advance:
  - Withdrawal Slip
  - Disbursement Voucher (DV) – 3 copies
  - Signed Payroll – 3 copies
- Deadline of submission of the liquidation reports are as follows:

<b>Sub-Offices</b>	<b>-on or before January 15, 2024</b>
<b>Division Office</b>	<b>-on or before January 16, 2024</b>
- In order to track the submission of liquidation reports, all documents shall be submitted at **Records Section in the Division Office or any of the three Sub-Offices where the School is near or clustered**. Document Tracking System (DTS) control number shall be placed on the documents submitted. In reiteration, submission of liquidation reports directly to Internal Auditors/ADAS III in-charge is highly discouraged.
- Immediate dissemination and strict compliance with this Memorandum is desired.



  
**ROMMEL CABAUTISTA, CESO V**  
Schools Division Superintendent

Accmrg01/03/2024

DEPEDQUEZON-TM-SDS-04-009-003



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