



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

March 15, 2021

**DIVISION MEMORANDUM**

DM No. 135, s. 2021

**SEMINAR-WORKSHOP ON THE PREPARATION AND REVIEW OF SCHOOL'S MAINTENANCE  
AND OTHER OPERATING EXPENSES AND SCHOOL-BASED FEEDING PROGRAM  
LIQUIDATION REPORT**

**To: OIC- Assistant Schools Division Superintendent,  
Public Schools District Supervisor  
Section/Unit Heads, School Heads,  
Administrative Assistants III and II,  
All Concerned**

1. The Division Office thru Accounting Section will conduct a seminar-workshop on the preparation and review of School's Maintenance and Other Operating Expenses and School-Based Feeding Program liquidation reports on March 24-26, and 30, 2021 for four batches and in two modalities, face to face and virtual.
2. The target participants will be composed of one Administrative Assistant II or III of each district for Elementary Schools, and one from each school in Junior High School and Senior High School, who provides assistance to the School Heads in the preparation and review of liquidation reports in schools and districts.
3. In line with this, the participants are requested to pre-register through <https://tinyurl.com/ADAS-MOOE> to confirm the total number of attendees on or before March 18, 2021.
4. A separate memo shall be issued for the schedule, venue, and other details of the said activity.
5. For immediate dissemination.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Accofft3/15/2021

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