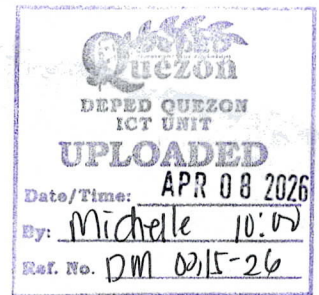




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



06 April 2026

**DIVISION MEMORANDUM**

No. 0215, s. 2026

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE SECOND TRANCHE OF SCHOOL-BASED FEEDING PROGRAM NUTRITIOUS FOOD PRODUCTS-OPERATIONAL EXPENSES FUND (SBFP-NFP OPEX)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Public Schools District Supervisors  
Elementary School Heads of Non-Implementing Units  
All Others Concerned

1. In reference to DepEd Order No. 31 s. 2021, titled "Operational Guidelines on the Implementation of School-Based Feeding Program", this Office informs all recipient schools that the Second Tranche of School-Based Feeding Program Nutritious Food Products Operational Expenses Fund (SBFP-NFP OpEx) has been credited to the respective schools' checking accounts on March 31, 2026. **The deadline for the submission of liquidation reports is on or before April 15, 2026, no extension shall be allowed.**
2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office except for the Elementary Schools of Tagkawayan 1 & 2, Burdeos, and Polillo Districts**, which are handled by Internal Auditors assigned in the Sub Offices. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. **Additionally, the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form** to facilitate proper identification and prompt distribution. The DTS Account destinations for the respective districts are as follows:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Maria Elvira M. Carimpong
1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Saira Joy A. Alvarez
Burdeos & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo

3. Please be reminded that **failure to submit the Liquidation Report on or before the said deadline will result in the non-downloading of funds for the succeeding month.** This measure is implemented to ensure accountability and timely reporting of government funds.
4. It is also reiterated that **findings or deficiencies identified during the pre-audit must be complied with within three (3) days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of subsequent fund releases.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Accahm04/06/2026

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