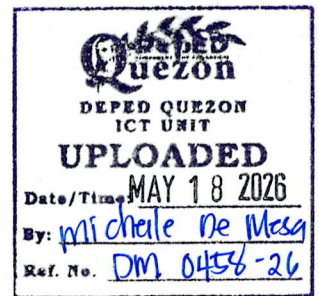




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 May 2026

DIVISION MEMORANDUM
No. 0436, s. 2026

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE SECOND TRANCHE OF SCHOOL-BASED FEEDING PROGRAM NUTRITIOUS FOOD PRODUCTS CLUSTER-BASED PROCUREMENT FUND (SBFP-NFP 2ND TRANCHE)

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 Cluster-based Procurement Fund (SBFP-NFP 2nd Tranche) has been credited to the respective schools’ checking accounts on May 13, 2026. **The deadline for the submission of liquidation reports is on or before May 21, 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 with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Accahm05/18/2026

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