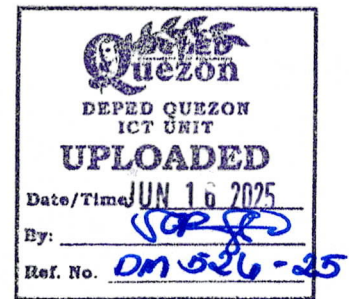




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2025

DIVISION MEMORANDUM
DM No. 526, s. 2025

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE
REPRODUCTION OF LITERACY REMEDIATION PROGRAM (LRP)
MATERIALS**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Selected Elementary School Heads
All Others Concerned

1. Please be informed that the Cash Advance for the Reproduction of Literacy Remediation Program (LRP) Materials was credited on June 10, 2025 to the school's checking account. Deadline for the submission of liquidation reports is as follows:
Sub-Offices – on or before **June 20, 2025**
Division Office – on or before **June 23, 2025**
2. 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.
3. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Accahm06/13/2025

DEPEDQUEZON-TM-SDS-04-009-003



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