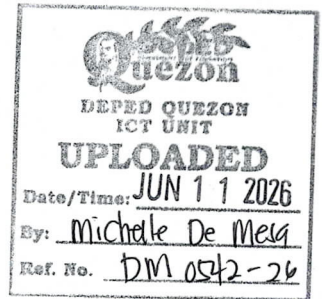




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 June 2026

DIVISION MEMORANDUM

No. 0542, s. 2026

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS ON
THE UTILIZATION OF THE PROGRAM SUPPORT FUND FOR THE
REFURBISHMENT OF SCHOOL HANDWASHING FACILITIES
UNDER THE WASH IN SCHOOLS (WINS) PROGRAM**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Public Schools District Supervisors
School Heads of New Little Baguio ES, Pedro Bombane ES, Walay ES and R. Sasot ES
All Others Concerned

1. With reference to Division Memorandum No. 0533 s. 2026, titled "Release and Utilization of Funds for the Refurbishment of School Handwashing Facilities under WinS Program", this Office informs the selected recipient schools that the Program Support Fund for the Refurbishment of School Handwashing Facilities under WinS Program has been credited to the respective schools' checking accounts on June 4, 2026. **The deadline for the submission of liquidation reports is on or before June 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:



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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 of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm06/10/2026



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