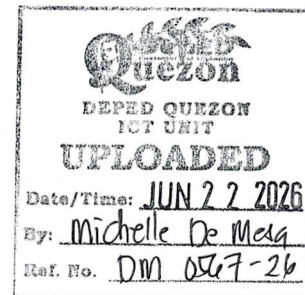




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



17 June 2026

DIVISION MEMORANDUM

No. 0567, s. 2026

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE FIRST QUARTER SALARY OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) FOR SY 2026

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

- In reference to Division Memorandum No. 0223 s. 2026, titled "Guidelines on the renewal and hiring of School-based Administrative Support Staff under Contract of Service (COS) for Eligible Schools in SDO Quezon for SY 2026", this Office informs all recipient schools that the First Quarter Salary of the School-based Administrative Support Staff under COS for SY 2026 has been credited to the respective schools' checking accounts on June 16, 2026. **The deadline for the submission of liquidation reports is on or before June 22, 2026, no extension shall be allowed.**
- 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:

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



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3. Schools are likewise advised to use the updated checklist of expenses. The updated checklist may be accessed through the following link:
<https://tinyurl.com/LiquidationChecklists>
4. In addition, pursuant to the audit requirements of the Commission on Audit, schools are required to provide appropriate storage boxes for the safekeeping and proper filing of liquidation documents and supporting records submitted to the Division Office. The technical specifications of the required storage boxes shall be provided by the Internal Auditor in charge of the school or district to ensure uniformity and compliance with records management standards.
5. 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.
6. 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.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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