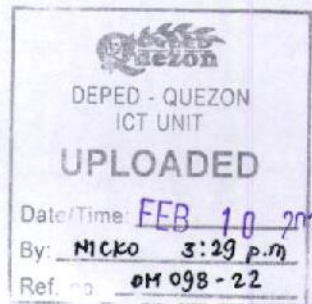




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 February 2022

DIVISION MEMORANDUM
DM No. 98, s. 2022

DEADLINE OF SUBMISSION OF SCHOOL MOOE FOR JANUARY AND FEBRUARY 2022

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

1. To ensure timely implementation of the planned activities of the schools, MOOE fund for the months of January and February 2022 are combined in a single download this month. Deadline of submission of liquidation reports are as follows:

Sub-Offices	– on or before February 22, 2022
Division Office	– on or before February 24, 2022

2. In order to track the submission of liquidation reports, all documents shall be submitted in **Records Section of Division Office through the three Sub-Offices**. 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. Also, please be informed on the updated list of pre-audit assignment that may be accessed through this link: <https://tinyurl.com/2022preauditassignment>
4. For immediate dissemination and strict compliance of all concerned.
5. This memorandum shall take effect immediately.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accd/jr02/10/2022

DEPEDQUEZON-TM-SDS-04-009-003



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