




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


DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: FEB 08 2023
By: NICKO 2:55 p.m.
Ref. no. _____

07 February 2023

DIVISION MEMORANDUM
DM No. 101, s. 2023

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR
JANUARY - FEBRUARY 2023 REGULAR SCHOOL MOOE**

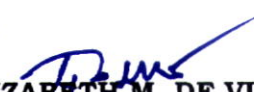
To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

1. To ensure timely implementation of the planned activities of the schools, MOOE Fund for the months of January and February 2023 are combined in a single download this month. Deadline for submission of liquidation reports shall be:
Sub-Offices - on or before February 20, 2023
Division Office - on or before February 21, 2023
2. Please be informed that the January and February liquidation report must be filed in a single folder. All schools are expected to fully utilize the MOOE Web-Based System and attach the generated Disbursement Vouchers, Cash In Bank Register (CIBR), and **Annual Implementation Plan (AIP)** on liquidation reports.
3. 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.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

FOR:

ELIAS A. ALICAYA, JR.
OIC- Schools Division Superintendent

BY:


ELIZABETH M. DE VILLA
SGOD Chief
Officer-In-Charge

accmrlg02/07/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph