



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

DEPED - QUEZON  
 ICT UNIT  
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13 December 2022

**DIVISION MEMORANDUM**  
 DM No. 1011, s. 2022

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR  
 TYPHOON PAENG ADDITIONAL CASH ADVANCE  
 AND DECEMBER 2022 REGULAR MOOE**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section Heads  
 Elementary and Secondary School Heads  
 All Others Concerned

1. Please be informed of the following crediting dates of cash advances for Typhoon Paeng Additional Cash Advance and December 2022 Regular Maintenance and Other Operating Expenses (MOOE):

	<b>CASH ADVANCE</b>	<b>DATE CREDITED</b>
1	Typhoon Paeng Additional Cash Advance	November 29, 2022
2	December 2022 Regular MOOE	December 12, 2022

2. Deadline of submission of the liquidation reports are as follows:  
**Sub-Offices -on or before December 19, 2022**  
**Division Office -on or before December 20, 2022**
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.

*[Signature]*  
**ELIAS A. ALICAYA, JR. EdD**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Accmrg12/13/2022

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