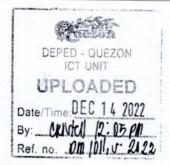


## Republic of the Philippines

## Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 December 2022

DIVISION MEMORANDUM DM No. 0, 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

 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):

	CASH ADVANCE	DATE CREDITED
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.

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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