



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



09 October 2025

DIVISION MEMORANDUM
 DM No. 1020, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR
 OCTOBER 2025 REGULAR MOOE FUND**

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

- Please be informed that the Regular Maintenance and Other Operating Expenses (MOOE) Fund for October 2025 has been credited to the respective schools' checking accounts. The details of the date of credit and the corresponding deadline for the submission of liquidation reports are as follows:

District	Date of Credit	Deadline of Liquidation Report Submission
1st, 2nd and 4th Districts	October 6, 2025	October 17, 2025
3rd District	October 8, 2025	October 20, 2025

- 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:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Ma. Elvira M. Carimpong
1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Christian Louie A. Solomon
Burdeos & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo

3. 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.
4. It is also reiterated that **findings or deficiencies identified during the pre-audit must be complied with within seven (7) working days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of subsequent fund releases.
5. Immediate dissemination of and **strict compliance** with this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

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