



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



13 October 2025

DIVISION MEMORANDUM

DM No. 1023, s. 2025

CLARIFICATORY ON THE DIVISION MEMORANDUM NO. 881 S. 2025 OR THE IMPLEMENTATION OF SINGLE COPY REQUIREMENT FOR DISBURSEMENT VOUCHER AND SUPPORTING DOCUMENTS IN THE PROCESSING OF CLAIMS

To: Assistant Schools Division Superintendents
CID and SGOD Chief
Section/Unit Heads
Public School District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. In relation to the released Division Memorandum No. 881 s. 2025, this is to clarify that the attached Annex A pertains to the requirement for the processing of claims, and is not intended as a requirement for the Liquidation Report of the School Maintenance and Other Operating Expenses (MOOE) cash advance.
2. Kindly refer to this link for the documentary requirements for the Liquidation Report of School Maintenance and Other Operating Expenses (MOOE) cash advance.

https://drive.google.com/drive/folders/18J6r59Ao7C6_c4iGvaVTjNReif5iMpPX

3. Immediate and wide dissemination of this memorandum is highly encouraged.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

accbedm10/13/2025

DEPEDQUEZON-TM-SDS-04-009-003



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