



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



16 October 2025

**DIVISION MEMORANDUM**  
DM No. 1056, s. 2025

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE SPECIAL CURRICULAR PROGRAMS (SCP) 2<sup>ND</sup> BATCH PROGRAM SUPPORT FUND**

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

1. Please be informed that the Program Support Fund for the Special Curricular Program (SCP) 2<sup>nd</sup> Batch was credited on October 10, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **October 23, 2025. No extensions shall be granted.**
2. For guidance on eligible expenses and payroll reference, please see Division Memorandum No. 964 s. 2025.
3. **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.

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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The DTS Account destinations for the respective districts are as follows:

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

4. Immediate dissemination of and **strict compliance** with this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**JOEPI F. FALQUEZA**  
Assistant Schools Division  
Superintendent

Accahm10/16/2025

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