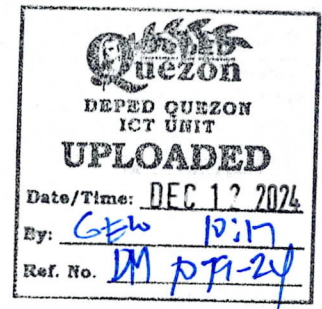




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 December 2024

DIVISION MEMORANDUM
DM No. 1079, s. 2024

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR REGULAR MOOE FUND (NOVEMBER-DECEMBER 2024), SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF (COS) SALARY AND 20% PREMIUM BATCH 1&BATCH 2, REPRODUCTION OF MATATAG LEs/WSs (QTR 2 & 3), ADDITIONAL MOOE FUND FOR SCHOOLS WITH DIRE NEEDS AND PROGRAM SUPPORT FUND FOR NATIONAL LEARNING CAMP (NLC) MATERIALS REPRODUCTION AND MEAL ALLOWANCE

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

1. Please be informed that the Regular MOOE Fund (November-December 2024), School-based Administrative Support Staff (COS) salary and 20% Premium Batch 1 & 2, Reproduction of MATATAG LEs/WSs (Qtr 2 & 3), Additional MOOE Fund for Schools with Dire Needs and Program Support Fund for National Learning Camp (NLC) Materials Reproduction and Meal Allowance have been credited to schools' respective checking account. Deadline for the submission of liquidation reports are as follows:

Sub-Offices – on or before **December 17, 2024**

Division Office – on or before **December 18, 2024**

2. 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. Please see attached *Enclosure 1* for instructions on liquidation report transmittal and DTS.

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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3. Immediate dissemination of and strict compliance to this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Accahm12/11/2024

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www.depedquezon.com.ph



quezon@deped.gov.ph



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Enclosure 1

	Downloaded Funds	No. of DTS Number	Date of Download	Deadline of Submission
	Reproduction of Matatag LEs/WSs (6 Folders)	1	December 4, 2024	Sub-Office: on or before December 17, 2024 Division Office: on or before December 18, 2024
1	Grade 1 Qtr 2 Batch 1			
2	Grade 1 Math Qtr 2 Batch 1			
3	Grade 4 Qtr 2 Batch 1			
4	Grade 4 Qtr 3 Batch 1			
5	Grade 4 Qtr 2 Batch 2			
6	Grade 4 Qtr 3 Batch 2			
	School-based Admin Support Staff COS Batch 2 (4 Folders)	1		
7	COS Salary October 2024			
8	COS Salary November 2024			
9	COS Salary December 2024			
10	COS 20% Premium (October-December)	1		
11	Additional MOOE for Schools with DIRE Needs (1 Folder)			
	National Learning Camp (2 Folders)			
12	NLC reproduction	1		
13	NLC Meal Allowance			
	School-based Admin Support Staff COS Batch 1 (4 Folders)	1	December 11, 2024	
14	COS Salary October 2024			
15	COS Salary November 2024			
16	COS Salary December 2024			
17	COS 20% Premium (July-December)			
18	Regular MOOE November-December 2024 (1 Folder)	1 DTS only per District		

*COS Batch 1-contract period is April to Dec 2024

*COS Batch 2-contract period is October to Dec 2024 only

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