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12/27/2024
GELO 5:58
DM 1102-24

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

27 December 2024

DIVISION MEMORANDUM
DM No. 1102, s. 2024

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE ADDITIONAL MOOE FUND FOR CLEAN UP AND CLEARING OPERATIONS (CUCO) MINOR REPAIR, PROGRAM SUPPORT FUND FOR PISA-SCIENCE PROGRAM AND ADMINISTRATIVE SUPPORT STAFF (COS) BATCH 3 (ES, JHS, IUS), BATCH 1 COS PREMIUM-JULY TO SEPTEMBER 2024 AND REPRODUCTION OF MATATAG MATERIALS FOR GRADE 1 READING AND LITERACY LAS Q3 BATCH 2 AND GRADE 7

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

1. Please be informed that the Additional MOOE Fund for Clean Up And Clearing Operations (CUCO) Minor Repair (MR), Program Support Fund for PISA-Science Program and Administrative Support Staff (COS) Batch 3 (ES, JHS, IUs), Batch 1 COS Premium (July-September 2024) and reproduction of MATATAG Materials for Grade 1 Reading and Literacy LAS Q3 Batch 2 and Grade 7 were already credited to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:

CASH ADVANCE	DATE OF DOWNLOAD	DEADLINE OF SUBMISSION
1. Program Support Fund for PISA-Science Program	December 18, 2024	Sub-Offices: on or before January 2, 2025 Division Office: January 3, 2025
2. Administrative Support Staff (COS) Batch 3 (ES, JHS, IUs)	December 18, 2024	
3. Batch 1 COS Premium (July-September 2024)	December 18, 2024	
4. COS Morong, Tagumpay, Buenavista NHS, Apad NHS and Del Rosario	December 26, 2024	Sub-Offices: on or before January 3, 2025
5. Reproduction of MATATAG Materials-Grade 1 Batch 2 Q3 and Grade 7	December 26, 2024	

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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6. Clean Up and Clearing Operations (CUCO) Minor Repairs (MR) for ES, JHS & IUs	December 26, 2024	Division Office: January 6, 2025
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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.
3. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm12/27/2024

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