



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



03 November 2025

DIVISION MEMORANDUM
DM No. 1132, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE ADDITIONAL
MOOE ALLOCATION FOR PUBLIC SENIOR HIGH SCHOOL PILOT SCHOOLS
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Selected Secondary School Heads of Implementing Units
All Others Concerned

1. In reference to Division Memorandum No. 1044 s. 2025 titled "Additional MOOE Allocation for the Public Senior High School Pilot Schools for School Year 2025-2026" this Office informs all concerned that the Additional MOOE Funds were credited on October 28, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **November 11, 2025. No extensions shall be granted.**
2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office** 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

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm 11/03/2025

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