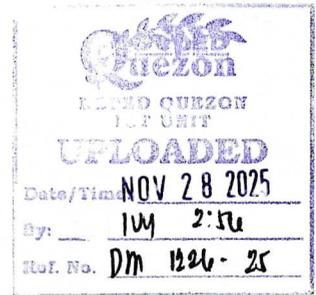




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



24 November 2025

**DIVISION MEMORANDUM**  
DM No. 124, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE FY 2025  
SPECIAL NEEDS EDUCATION (SNED) PROGRAM SUPPORT FUND**

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

1. In reference to Division Memorandum No. 898 s. 2025, titled "Recipients of the FY 2025 Special Needs Education Program Support Fund", this Office informs the recipient schools that the FY 2025 Special Needs Education Program Support Fund has been downloaded to the school's respective accounts on November 21, 2025. The deadline for the liquidation report submission is **on or before December 3, 2025. No extensions shall be granted.**
2. **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

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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facilitate proper identification and prompt distribution. 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

- It is also reiterated that **findings or deficiencies identified during the pre-audit must be resolved 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 

Accahm11/24/2025

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