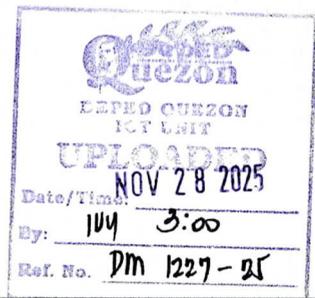




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 November 2025

**DIVISION MEMORANDUM**  
DM No. 1227, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE SCHOOL  
INNOVATION AND IMPROVEMENT FUND (SIIF) FOR ELIGIBLE PUBLIC  
ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2025**

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

1. In reference to DepEd Memorandum No. 073 s. 2025, titled "Allocation and Release of the School Innovation and Improvement Fund (SIIF) to Eligible Public Schools to strengthen Decentralization and accelerate Literacy Interventions of the Department of Education for Fiscal Year 2025", this Office informs the selected recipient schools that the School Innovation and Improvement Fund (SIIF) has been downloaded to the school's respective accounts on November 24, 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**

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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**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:

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 

Accahm 11/27/2025  
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