



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



27 November 2025

DIVISION MEMORANDUM
DM No. 1228, s. 2025

DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE SCHOOL-BASED FEEDING PROGRAM-MILK FEEDING COMPONENT OPERATIONAL EXPENSES (COMMERCIAL MILK-OPEX) FOR SY 2025-2026

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

1. In reference to DepEd Order No. 31 s. 2021, titled "Operational Guidelines on the Implementation of School-Based Feeding Program" this Office informs the recipient schools that the SBFP Milk Feeding Component Operational Expenses Fund (Commercial Milk Opex) has been downloaded to the school's respective accounts on October 20, 2025. The deadline for the liquidation report submission is **on or before December 5, 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 

Accahm11/27/2025

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