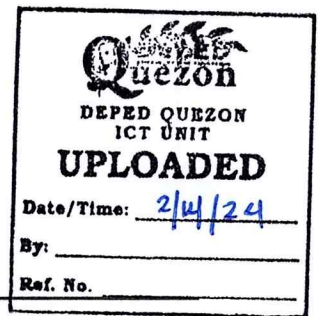




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 February 2024

DIVISION MEMORANDUM
DM No. 137, s. 2024

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR JANUARY
AND FEBRUARY 2024 REGULAR MAINTENANCE AND OTHER
OPERATING EXPENSES (MOOE)**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

- Please be informed that the January – February 2024 Regular MOOE Fund was credited on February 7, 2024 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
 - Sub-Offices – on or before **February 19, 2024**
 - Division Office – on or before **February 20, 2024**
- 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 submitted documents. In reiteration, submission of liquidation reports directly to ADAS III in-charge is highly discouraged.
- Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

.Accaar02/12/2024

DEPEDQUEZON-TM-SDS-04-009-003



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