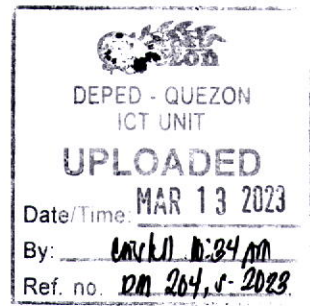




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 March 2023

**DIVISION MEMORANDUM**  
DM No. 204, s. 2023

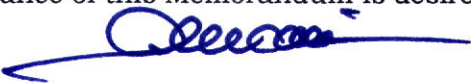
**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR  
TAX DIFFERENTIAL 2022 CASH ADVANCE AND  
MARCH 2023 REGULAR MOOE**

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

1. Please be informed of the following crediting dates of cash advances for Tax Differential 2022 Cash Advance and March 2023 Regular Maintenance and Other Operating Expenses (MOOE):

	<b>CASH ADVANCE</b>	<b>DATE CREDITED</b>
1	Tax Differential 2022 Cash Advance	March 1, 2023
2	March 2023 Regular MOOE	March 9, 2023

2. Deadline of submission of the liquidation reports are as follows:  
**Sub-Offices -on or before March 20, 2023**  
**Division Office -on or before March 21, 2023**
3. 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 the documents submitted. In reiteration, submission of liquidation reports directly to Internal Auditors/ADAS III in-charge is highly discouraged.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

accmrlg03/10/2023

DEPEDQUEZON-TM-SDS-04-009-003



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