



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

DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time	MAR 16 2022
By:	Cristel 1:10 PM
Ref. no.	DM 2022-5

14 March 2022

**DIVISION MEMORANDUM**  
DM No. 207, s. 2022

**DEADLINE OF SUBMISSION OF SCHOOL'S MOOE LIQUIDATION REPORT AND OTHER CONCERNS FOR MARCH 2022**

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

1. To ensure timely implementation of the planned activities of the schools and to receive the release for April as scheduled, liquidation report of School MOOE Fund for the month of March 2022 shall be:

<b>Sub-Offices</b>	<b>– on or before March 18, 2022</b>
<b>Division Office</b>	<b>– on or before March 21, 2022</b>

2. 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.
3. Furthermore, please be informed that Schools Heads may now process the payment of Gratuity Pay of their respective Job Order personnel if there is an excess fund on School's MOOE Cash Advance for March 2022, subject to usual accounting and auditing rules and regulations. Please refer to Budget Circular No. 2021-5 for the guidelines on grant of Gratuity Pay.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

---

4. Also, submit the School's Statement of Account from Landbank which shows the reverted amount to BTR dated January 3 and January 7, 2022. Disregard this notice if already submitted.
5. For immediate dissemination and strict compliance of all concerned.
6. This memorandum shall take effect immediately.

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

Accff#03/14/2022

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)