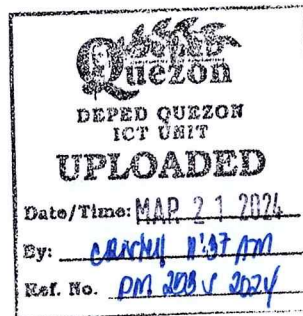




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 March 2024

DIVISION MEMORANDUM

DM No. 253, s. 2024

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR
MARCH 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 March 2024 Regular MOOE Fund was credited on March 19, 2024 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
 - Sub-Offices – on or before **April 1, 2024**
 - Division Office – on or before **April 2, 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 

Accaar03/19/2024

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