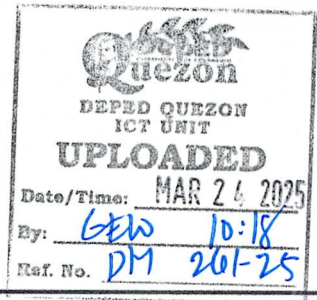




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 March 2025

DIVISION MEMORANDUM
DM No. 261, s. 2025

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR ADDITIONAL MOOE FUND
FOR THE HIRING OF ADMINISTRATIVE SUPPORT STAFF (COS) MARCH 2025**

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

1. Please be informed that the Additional MOOE Fund for the hiring of Administrative Support Staff (COS) March 2025 was credited on March 18, 2025 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
 - Sub-Offices – on or before **April 2, 2025**
 - Division Office – on or before **April 3, 2025**
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. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

Accahm03/21/2025

DEPEDQUEZON-TM-SDS-04-009-003



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