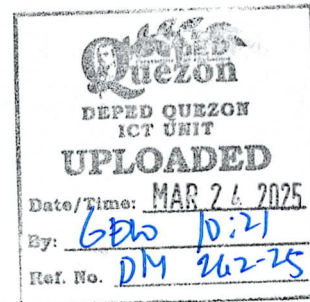




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 March 2025

DIVISION MEMORANDUM
DM No. 262, s. 2025

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE SCHOOL-BASED FEEDING PROGRAM MILK FEEDING COMPONENT OPERATIONAL EXPENSES FUND (SBFP MFC-OPEX)-COMMERCIAL & PASTEURIZED

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

1. Please be informed that the School-Based Feeding Program Milk Feeding Component Operational Expenses Fund (SBFP MFC-OPEX)- Commercial and Pasteurized was credited on March 18, 2025 to the school's checking account. Deadline for the submission of liquidation reports are as follows:

Sub-Offices - on or before **April 22, 2025**
Division Office - on or before **April 23, 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 G. BAUTISTA, CESO IV
Schools Division Superintendent

Accahm03/21/2025

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