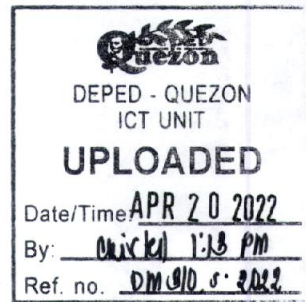




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 April 2022

DIVISION MEMORANDUM
DM No. 310, s. 2022

DEADLINE OF SUBMISSION OF SCHOOL'S MOOE LIQUIDATION REPORT FOR APRIL 2022

To: 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 May as scheduled, deadline of submission of liquidation report of School MOOE Fund for the month of April 2022 shall be:

Sub-Offices – on or before April 28, 2022
Division Office – on or before April 29, 2022

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. For immediate dissemination and strict compliance of all concerned.
4. This memorandum shall take effect immediately.

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

Acc/jft/4/18/2022

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