



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: 5/10/2023  
By: Rommel  
Ref. no. DM 315-23

09 May 2023

**DIVISION MEMORANDUM**  
**DM No. 315, s. 2023**

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR  
MAY 2023 REGULAR SCHOOL MOOE**

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



1. Please be informed that the May 2023 Regular Maintenance and Other Operating Expenses (MOOE) Fund was credited on May 9, 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:

**Sub-Offices - on or before May 18, 2023**

**Division Office - on or before May 19, 2023**

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 and strict compliance of this Memorandum is desired.

  
**ROMMEL C. BAUPISTA, CESO V**  
Schools Division Superintendent 

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