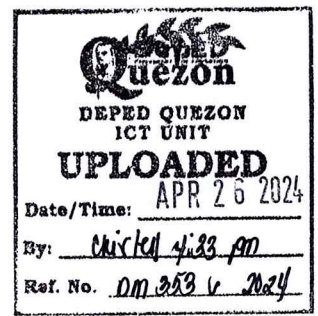




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 April 2024

**DIVISION MEMORANDUM**  
DM No. 353, s. 2024

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE ADDITIONAL MOOE FUND FOR SCHOOLS WITH DIRE NEEDS**

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

- Please be informed that the Additional MOOE Fund for Schools with Dire Needs was credited on April 17, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows (*see attached Enclosure*):
  - Sub-Offices – on or before **April 29, 2024**
  - Division Office – on or before **April 30, 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 the documents submitted. In reiteration, submission of liquidation reports directly to Internal Auditors/ADAS III in-charge is highly discouraged.
- Immediate dissemination of and strict compliance to this Memorandum is desired.

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

Accahm04/22/2024

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



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

Enclosure No. 1

DepEd - DIVISION OF QUEZON  
 Brgy. Talipon Pagbilao Quezon

**CASH ADVANCE PAYROLL BASED ON AIP 2023 (ADDITIONAL MOOE FOR SCHOOLS WITH DIRE NEEDS)**  
**ELEMENTARY**  
 For the month of December 2023

No.	DISTRICT	SCHOOL ID	NAME OF SCHOOL	CURRENT ACCOUNT NUMBER	NAME OF SCHOOL HEAD	GROSS	5% TAX WITHHELD	NET	DATE
1	SARIAYA EAST	109169	Sariaya East Central Main ES	0212-1254-66	GILBERT FORBES	62,400.00	3,120.00	59,280.00	October 1, 2023
2	ITOGO	109002	Cawayan ES	2442-1226-39	CLARISSA DECENA	23,400.00	1,170.00	22,230.00	October 1, 2023
3	ATIMONAN	108517	Magsaysay ES	4342-1015-21	ANGELICA A. ALVAREZ	10,500.00	500.00	10,000.00	October 1, 2023
4	ATIMONAN	108528	San Andres Bundok ES	4342-1017-26	ANA MARIE OFALDA	10,500.00	500.00	10,000.00	October 1, 2023
5	ATIMONAN	108530	Sapant ES	4342-1015-56	DANILO M. MALJANA	62,400.00	3,120.00	59,280.00	October 1, 2023
			<b>SUB-TOTAL</b>			<b>169,200.00</b>	<b>8,410.00</b>	<b>160,790.00</b>	
			<b>GRAND TOTAL</b>			<b>169,200.00</b>	<b>8,410.00</b>	<b>160,790.00</b>	

DepEd - DIVISION OF QUEZON  
 Sitio Fori, Brgy. Talipon, Pagbilao, Quezon

**CASH ADVANCE PAYROLL BASED ON AIP 2023 (ADDITIONAL MOOE FOR SCHOOLS WITH DIRE NEEDS)**  
**SECONDARY**  
 For the month of December 2023

No.	MUNICIPALITY	SCHOOL ID	SCHOOLS	CURRENT ACCOUNT NUMBER	SCHOOL HEADS	GROSS	5% TAX WITHHELD	NET	DATE
1	LOPEZ EAST	301351	MAGALLANES NHS	2445-0510-58	Cherizza Gay C. Ocbian	47,250.00	2,250.00	45,000.00	December 29, 2023
2	BUENAVISTA	301296	BUENAVISTA NHS	2445-0583-38	ROGELIO P. VILLAPANDO	65,026.50	3,096.50	61,930.00	December 29, 2023
			<b>GRAND TOTAL</b>			<b>112,276.50</b>	<b>5,346.50</b>	<b>106,930.00</b>	

DepEd - DIVISION OF QUEZON  
 Sitio Fori, Brgy. Talipon, Pagbilao, Quezon

**CASH ADVANCE PAYROLL BASED ON AIP 2023 (ADDITIONAL MOOE FOR SCHOOLS WITH DIRE NEEDS)**  
**SECONDARY**  
 For the month of December 2023

No.	MUNICIPALITY	SCHOOL ID	SCHOOLS	CURRENT ACCOUNT NUMBER	SCHOOL HEADS	GROSS	5% TAX WITHHELD	NET	DATE
1	QUEZON	301315	PABLO MANINGAS NHS	2442-1244-45	JANETTE J. CABANGON	10,500.00	500.00	10,000.00	October 1, 2023
2	TACKAWAYAN	301395	SAN IBIDRO NHS-TACKAWAYAN	2442-1236-94	GILBERTO GRATUITO	39,000.00	1,950.00	37,050.00	October 1, 2023
3	BUENAVISTA	301296	BUENAVISTA NHS	2445-0583-38	ROGELIO P. VILLAPANDO	62,400.00	3,120.00	59,280.00	October 1, 2023
			<b>GRAND TOTAL</b>			<b>111,900.00</b>	<b>5,570.00</b>	<b>106,330.00</b>	

DEPEDQUEZON-TM-SDS-04-009-003



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