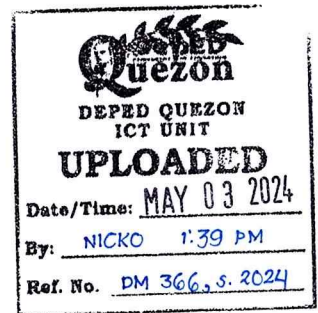




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 April 2024

DIVISION MEMORANDUM
DM No. 366, s. 2024

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

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) was credited on April 30, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
Sub-Offices – on or before **May 6, 2024**
Division Office – on or before **May 7, 2024**
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 C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm04/30/2024

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