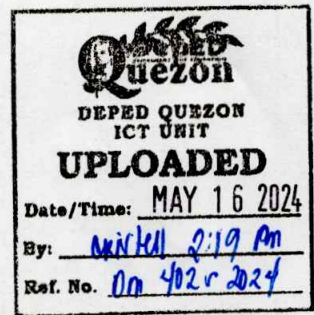




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 May 2024

DIVISION MEMORANDUM
DM No. 402, s. 2024

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR
APRIL-MAY 2024 REGULAR MOOE FUND (JHS 2ND PAYROLL)**

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

- Please be informed that the Regular MOOE Fund for April-May 2024 (JHS 2nd Payroll) was credited on May 10, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
Sub-Offices – on or before **May 22, 2024**
Division Office – on or before **May 23, 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 

Accahm05/13/2024

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