




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


DEPED - QUEZON
ICT UNIT
UPLOADED
MAY 25 2022
Date/Time:
By: NICKO 1:21 p.m
Ref. no. DM 411, s. 2022

19 May 2022

DIVISION MEMORANDUM
DM No. 411, s. 2022

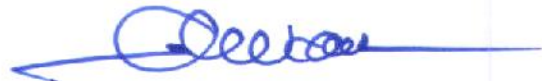
DEADLINE OF SUBMISSION OF SCHOOL'S MOOE LIQUIDATION REPORT FOR MAY 2022

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 June as scheduled, deadline of submission of liquidation report of School's MOOE Fund for the month of May 2022 shall be:

Sub-Offices – on or before June 2, 2022
Division Office – on or before June 3, 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. Immediate dissemination and strict compliance of this Memorandum is desired.



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

Acc/jft5/19/2022

DEPEDQUEZON-TM-SDS-04-009-003



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