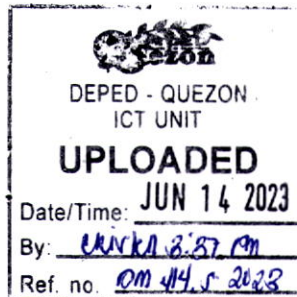




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 June 2023

**DIVISION MEMORANDUM**

DM No. 414, s. 2023

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR  
JUNE 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 June 2023 Regular Maintenance and Other Operating Expenses (MOOE) Fund was credited on June 13 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:  
**Sub-Offices - on or before June 21, 2023**  
**Division Office - on or before June 22, 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.

FOR:

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

BY:

**LORENA S. WALANGSUMBAT**  
CID Chief

accmrig06/14/2023

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