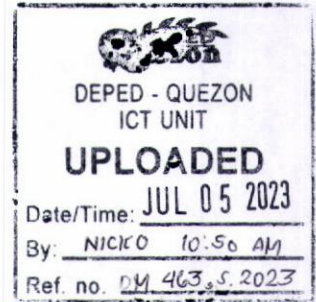




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 July 2023

DIVISION MEMORANDUM
DM No. 463, s. 2023

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR CASH ADVANCES OF
TYPHOON KARDING FUND AND MOOE (BASED ON 2022 GAA)**

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 of the following crediting dates of cash advances for Typhoon Karding and MOOE (Based on GAA 2022):

	CASH ADVANCE	Date Credited	DEADLINE OF SUBMISSION	
			Sub-Office	Division Office
1	Typhoon Karding	June 16, 2023	July 27, 2023	July 28, 2023
2	MOOE (Based on 2022 GAA)	June 30, 2023	July 10, 2023	July 11, 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.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

accmrlg07/03/2023

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