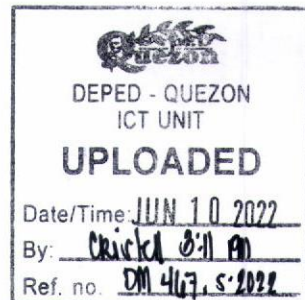




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 June 2022

DIVISION MEMORANDUM
DM No. 467, s. 2022

DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR PROGRESSIVE FACE-TO-FACE FUND AND SBFP FUND

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 Face-to-Face Support Fund for implementation of the expanded phase of face-to-face classes for the selected schools was credited on May 26, 2022 to the respective school's checking account. Deadline for submission of the liquidation report are as follows:

Sub-Offices – on or before June 10, 2022
Division Office – on or before June 13, 2022

2. Also, be reminded that the deadline of submission for liquidation report for School-Based Feeding Program Fund shall be submitted after the 5th working day from the last day of feeding schedule.
3. 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.
4. 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

Accff#6/08/2022

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