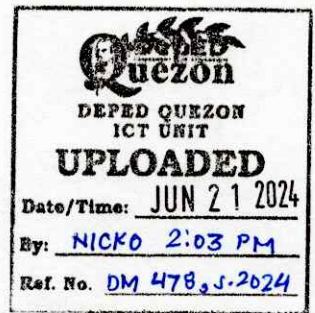




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2024

**DIVISION MEMORANDUM**  
DM No. 478, s. 2024

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR JUNE 2024  
REGULAR MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

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

- Please be informed that the June 2024 Regular MOOE Fund was credited on June 14, 2024 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
  - Sub-Offices – on or before **June 26, 2024**
  - Division Office – on or before **June 27, 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 submitted documents. In reiteration, submission of liquidation reports directly to ADAS III in-charge is highly discouraged.
- Immediate dissemination of and strict compliance with this Memorandum is desired.

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

Accaar06/20/2024

DEPEDQUEZON-TM-SDS-04-009-003



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