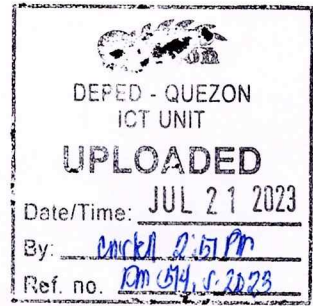




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



21 July 2023

DIVISION MEMORANDUM
 DM No. 514, s. 2023

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR JULY-AUGUST 2023
 REGULAR MOOE FUND AND SHS ADDITIONAL MOOE 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 of the following crediting dates of cash advances for July-August 2023 Regular MOOE Fund and SHS Additional MOOE Fund:

	CASH ADVANCE	Date Credited	DEADLINE OF SUBMISSION	
			Sub-Office	Division Office
1	July-August 2023 Regular MOOE Fund	July 19, 2023	August 10, 2023	August 11, 2023
2	SHS Additional MOOE Fund	July 19, 2023	August 17, 2023	August 18, 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:

MARIA DOLORES D. ATIENZA
 Administrative Officer V

accmr1g07/21/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph