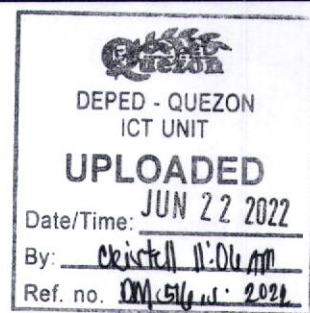




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2022

DIVISION MEMORANDUM
DM No. 516, s. 2022

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

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary and Secondary School Heads
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 June 20, 2022 to the respective school's checking account. Deadline for submission of the liquidation report are as follows:

Sub-Offices	– on or before July 7, 2022
Division Office	– on or before July 8, 2022
Implementing Units	– on or before July 15, 2022
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.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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