



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

<b>Quezon</b> DEPED QUEZON ICT UNIT <b>UPLOADED</b> Date/Time: JUN 11 2025 By: <u>Geo D. PS</u> Ref. No. _____
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05 June 2025

**DIVISION MEMORANDUM**  
DM No. 518, s. 2025

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE SCHOOL-BASED FEEDING PROGRAM OPERATIONAL EXPENSES FUND INTENDED FOR THE 15-DAY NATIONAL LEARNING CAMP IMPLEMENTATION SY 2024-2025 (SBFP OPEX-NLC)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Selected Elementary School Heads  
All Others Concerned

1. Please be informed that the School-Based Feeding Program Operational Expenses Fund intended for the 15-day National Learning Camp (NLC) Implementation for S.Y 2024-2025 was credited on June 2, 2025 to the school's checking account. Deadline for the submission of liquidation reports are as follows:

Cash Advance	Utilization Period	Date of Download	Deadline of Submission
1. SBFP OpEx during the implementation of 15-day National Learning Camp SY 2024-2025	June 16, 2025 to July 4, 2025	June 2, 2025	<b>Sub-Office:</b> on or before July 14, 2025  <b>Division Office:</b> on or before July 15, 2025

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 of and strict compliance to this Memorandum is desired.

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

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