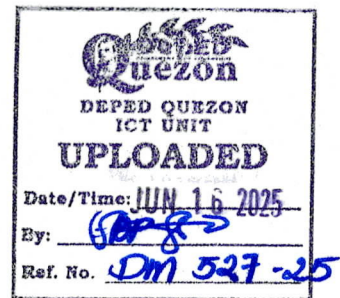




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 June 2025

DIVISION MEMORANDUM
DM No. 527, s. 2025

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE ADDITIONAL MOOE FUND FOR ELEMENTARY AND SENIOR HIGH SCHOOL, AND CASH ADVANCE FOR THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS ON THE IMPLEMENTATION OF THE PHASE 2 - REVISED K TO 12 CURRICULUM GRADES 2, 3, 5, AND 8 (G2358) TEACHERS AND SCHOOL LEADERS

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

1. Please be informed that the Additional MOOE Fund for Elementary and Senior High School, and the Cash Advance for the conduct of School-based Training of Teachers on the Implementation of the Phase 2 – Revised K to 12 Curriculum for Grades 2, 3, 5 & 8 Teachers and School Leaders were credited on June 13, 2025 to the school's checking account. The deadline for the submission of liquidation reports is as follows:
Sub-Offices – on or before **June 25, 2025**
Division Office – on or before **June 26, 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

Accahm06/16/2025
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321