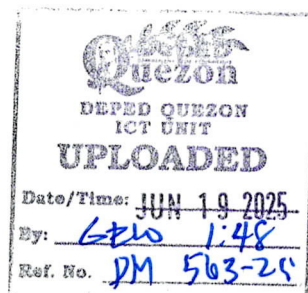




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 June 2025

**DIVISION MEMORANDUM**

DM No. 563, s. 2025

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE ADDITIONAL MOOE FUND 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 and Secondary School Heads  
All Others Concerned

1. Please be informed that the Additional MOOE Fund 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 was credited on June 20, 2025, to the school's checking account. The deadline for the submission of liquidation reports is as follows:  

Sub-Offices	– on or before <b>July 2, 2025</b>
Division Office	– on or before <b>July 3, 2025</b>
2. In order to track the submission of liquidation reports, all documents shall be submitted at the **Records Section in the Division Office or any of the three Sub-Offices where the School is near or clustered**. The 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 with this Memorandum is desired.

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

Accahm06/25/2025

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