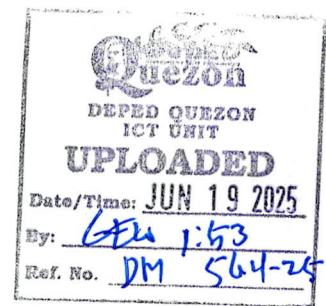




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 June 2025

DIVISION MEMORANDUM
DM No. 564, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR
JUNE 2025 REGULAR MOOE FUND**

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

1. Please be informed that the Regular MOOE Fund for June 2025 was credited on June 24, 2025, to the respective school's checking account. Deadline for the submission of liquidation reports is as follows:
 - Sub-Offices – on or before **July 4, 2025**
 - Division Office – on or before **July 7, 2025**
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



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