



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





3 August 2023

**DIVISION MEMORANDUM**  
DM No. 568, s. 2023

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR CASH ADVANCE OF  
ALTERNATIVE LEARNING SYSTEM SENIOR HIGH SCHOOL**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Select Secondary School Heads  
All Others Concerned

1. Please be informed that the cash advance of Alternative Learning System (ALS) of select Senior High Schools (SHS) was credited on July 26, 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:  
**Sub-Offices - on or before August 17, 2023**  
**Division Office - on or before August 18, 2023**
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.

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

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