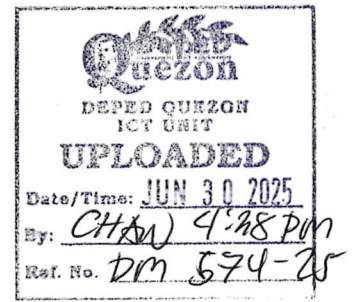




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



30 June 2025

**DIVISION MEMORANDUM**  
DM No. 574, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR  
ADDITIONAL MOOE AND 2024 TAX DIFFERENTIAL FUND  
FOR SELECTED SHS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Selected Secondary School Heads (SHS)  
All Others Concerned

1. Please be informed that the Additional MOOE and 2024 Tax Differential Fund for Selected SHS were credited on June 27, 2025, to the respective school's checking account. Deadline for the submission of liquidation reports is as follows:  

Sub-Offices	- on or before <b>July 10, 2025</b>
Division Office	- on or before <b>July 11, 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

Accahm06/30/2025

DEPEDQUEZON-TM-SDS-04-009-003



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