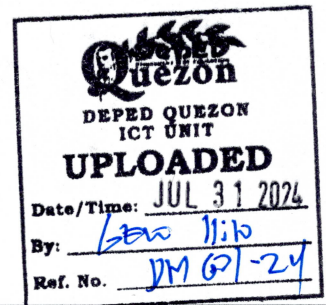




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 July 2024

**DIVISION MEMORANDUM**  
 DM No. 601, s. 2024

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR  
 JULY 2024 REGULAR MOOE FUND**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section Heads  
 Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)  
 All Others Concerned

- Please be informed that the Regular MOOE Fund for July 2024 was credited on July 25, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
  - Sub-Offices – on or before **August 7, 2024**
  - Division Office – on or before **August 8, 2024**
- 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.
- Immediate dissemination of and strict compliance to this Memorandum is desired.

*[Signature]*  
**ROMMEL O. BAUTISTA, CESO V**  
 Schools Division Superintendent

Accahm07/26/2024

DEPEDQUEZON-TM-SDS-04-009-003



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