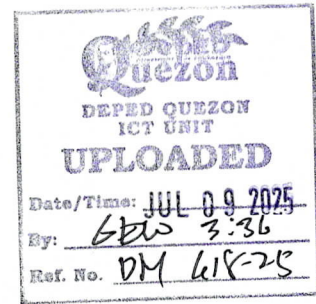




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 July 2025

**DIVISION MEMORANDUM**  
DM No. 618, s. 2025

**DIRECT SUBMISSION OF PHYSICAL LIQUIDATION REPORTS  
TO THE ACCOUNTING OFFICE**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Liaison Officers and Alternate Liaison Officers  
Sub-Offices Personnel  
All Others Concerned

1. Please be informed that effective **July 10, 2025**, all physical documents of **Liquidation Reports** shall be directly submitted to the **Accounting Office**.
2. This directive is issued to streamline the processing and monitoring of liquidation documents and ensure the timely validation and recording of transactions.
3. For your guidance and strict compliance.

For:

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

By:

**JUANITO A. MERLE, EdD**  
Chief – School Governance and Operations Division

recsop07/09/2025

DEPEDQUEZON-TM-SDS-04-009-003



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