

Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

16 September 2021

DIVISION MEMORANDUM DM No. <u>672</u>, s. 2021

ADDITIONAL AUTHORIZED PROCESSES IN DEPED QUEZON SUB-OFFICES

To:

OIC-Assistant Schools Division Superintendents

Division Chiefs Section Heads

Education Program Supervisors Public Schools District Supervisors

Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)

All Others Concerned

- 1. In connection with Division Memorandum No. 590, s. 2021 Re: Soft Opening of DepEd Quezon Sub-Office in Gumaca National High School, Gumaca, Quezon, which was released last August 18, 2021, specifically under item no. 3.b, the following are the additional authorized processes to be implemented:
 - · Accounting Section. Receiving and Pre-auditing of Liquidation Reports.
 - Releasing of pay slips and payroll of Non-Implementing Units such as Elementary and Junior High School.
- 2. Immediate and wide dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

Accfift9/16/2021 DEPEDQUEZON-TM-SDS-04-009-003

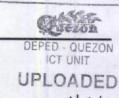


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Date/Time: 9 14/21

Ref. no. PM 682-21