



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

16 September 2021

DIVISION MEMORANDUM
DM No. 682, 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

Accfft9/16/2021

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: 9/14/21
By: Rommel
Ref. no. DM 682-21