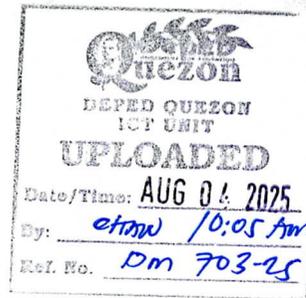




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



01 August 2025

**DIVISION MEMORANDUM**  
DM No. 703, s. 2025

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORT FOR THE HIRING OF ADMINISTRATIVE SUPPORT STAFF (COS) THIRD QUARTER SALARY AND PREMIUM PAY (JULY TO SEPTEMBER 2025) ADDITIONAL MOOE FUND**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the Additional MOOE Fund for the hiring of Administrative Support Staff (COS) Third Quarter Salary and Premium pay (July to September 2025) was credited on July 31, 2025 to the respective school's checking account. Deadline for the submission of the liquidation report is on **October 2, 2025**.
2. Liquidation Reports shall be submitted directly to the Accounting Section at the Division Office. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. Additionally, the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form to facilitate proper identification and prompt distribution.
3. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

Accahm08/01/2025

DEPEDQUEZON-TM-SDS-04-009-003



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