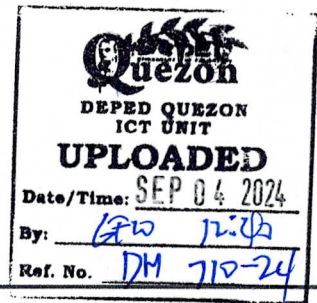




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 August 2024

**DIVISION MEMORANDUM**  
DM No. 710, s. 2024

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS  
FOR ADDITIONAL MOOE FUND**

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

- Please be informed that the Additional MOOE Fund was credited on August 22, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
  - Sub-Offices – on or before **September 11, 2024**
  - Division Office – on or before **September 12, 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.

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

Accahm08/29/2024

DEPEDQUEZON-TM-SDS-04-009-003



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