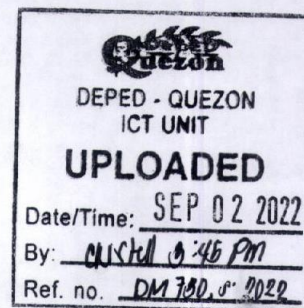




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 August 2022

DIVISION MEMORANDUM
DM No. 730, s. 2022

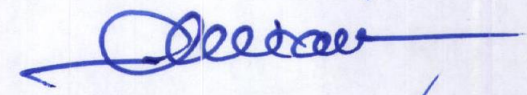
**DEADLINE FOR SUBMISSION OF SCHOOL'S MOOE LIQUIDATION REPORT
FOR AUGUST - SEPTEMBER 2022**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

1. To ensure timely implementation of the planned activities of the schools and to receive the release for October as scheduled, MOOE Fund for August and September was already credited last August 25, 2022, to School's Checking Account. Deadline for submission of liquidation report shall be:

Sub-Offices – on or before **September 19, 2022**
Division Office – Pagbilao (nearby schools) – on or before **September 20, 2022**

2. Please be informed that the August and September liquidation report must be filed in a single folder. All schools are expected to fully utilize the MOOE Web-Based System and attach the generated Disbursement Vouchers and Cash In Bank Register (CIBR) on liquidation reports.
3. In order to track the submission of liquidation reports, all documents shall be submitted at **Records Section in the Division Office- Pagbilao 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.
4. Immediate dissemination and strict compliance of this Memorandum is desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accffft8/30/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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