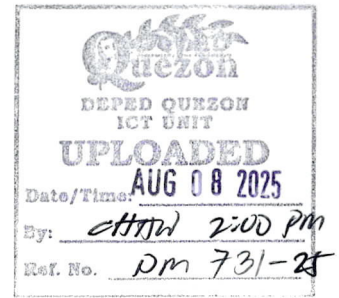




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 August 2025

**DIVISION MEMORANDUM**  
DM No. 731, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR  
JULY-AUGUST 2025 REGULAR 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 Regular MOOE Fund for July-August 2025 was credited on August 4, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **August 18, 2025. No extensions shall be granted.**
2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office except for the Elementary Schools of San Andres, San Francisco, Tagkawayan 1 & 2, Burdeos, Panukulan, Patnanungan, and Polillo Districts**, which are handled by Internal Auditors assigned in the Sub Offices. 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. The DTS Account destinations for the respective districts are as follows:

District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Ma. Elvira M. Carimpong

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Christian Louie A. Solomon
Burdeos, Panukulan, Patnanungan & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo
San Andres & San Francisco Districts (ES only)	Catanauan Sub Office Records Section	April M. Rostata

3. Please be reminded that **failure to submit the Liquidation Report on or before the said deadline will result in the non-downloading of funds for the succeeding month.** This measure is implemented to ensure accountability and timely reporting of government funds.
4. It is also reiterated that **findings or deficiencies identified during the pre-audit must be complied with within seven (7) working days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of subsequent fund releases.
5. Immediate dissemination of and **strict compliance** with this Memorandum is desired.

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

Accahm08/05/2025  
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