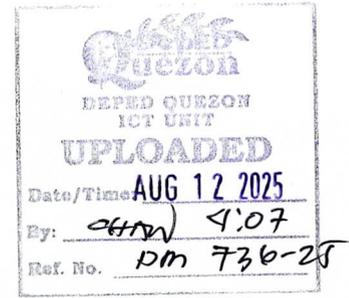




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 August 2025

DIVISION MEMORANDUM
DM No. 736, s. 2025

DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE MEAL OF LEARNER PARTICIPANTS IN THE IMPLEMENTATION OF LITERACY REMEDIATION PROGRAM (LRP)

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

1. Please be informed that the Cash Advance for the Meal of Learner Participants in the implementation of Literacy Remediation Program (LRP) was credited on August 6, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **August 14, 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:

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


JOEPE F. FALQUEZA
Assistant Schools Division
Superintendent


ROMMEL C. BAUTISTA, CESO IV
Schools Division Superintendent

Accahm08/11/2025

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