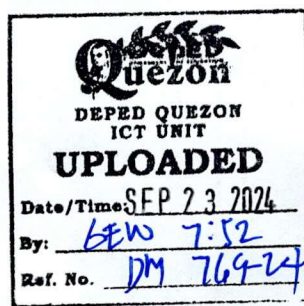




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE





20 September 2024

DIVISION MEMORANDUM
DM No. 769, s. 2024

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR ADDITIONAL
MOOE FUND FOR THE HIRING OF ADMINISTRATIVE SUPPORT
STAFF (COS) AUGUST 2024**

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) August 2024 was credited on September 17, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
 - Sub-Offices – on or before **September 23, 2024**
 - Division Office – on or before **September 24, 2024**
2. 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.
3. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm09/20/2024

DEPEDQUEZON-TM-SDS-04-009-003



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