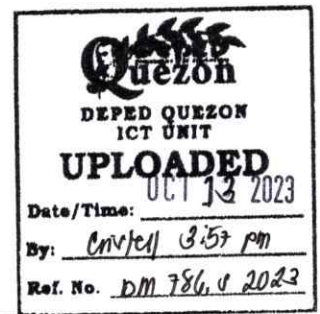




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE





12 October 2023

DIVISION MEMORANDUM
DM No. 786, s. 2023

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR OCTOBER 2023
REGULAR MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

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

- Please be informed that the October 2023 Regular MOOE Fund was credited on October 10, 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
 - Sub-Offices – on or before **October 19, 2023**
 - Division Office – on or before **October 20, 2023**
- 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 

Accmrlg10/12/2023

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