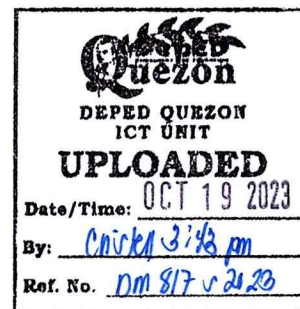




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 October 2023

DIVISION MEMORANDUM

DM No. 817, s. 2023

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR SPECIAL EDUCATION PROGRAM SUPPORT FUND (SPED PSF) FOR JUNIOR HIGH SCHOOL (JHS) AND SENIOR HIGH SCHOOL (SHS)

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

- Please be informed that the cash advance for SPED PSF of JHS and SHS was credited on October 13, 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
 - Sub-Offices – on or before **November 6, 2023**
 - Division Office – on or before **November 7, 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 

Accmrlg10/16/2023

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