



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

DEPED QUEZON ICT UNIT
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17 October 2023

DIVISION MEMORANDUM

DM No. 819, s. 2023

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS ON THIRD BATCH OF NATIONAL LEARNING CAMP (NLC) FUND FOR REPRODUCTION OF GRADE 1-3 READING (DEVELOPING, TRANSITIONING, EMERGING) MATERIALS

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

1. Please be informed that the third batch of NLC Fund for Grade 1-3 Reading (Developing, Transitioning, Emerging) Materials 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**
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 

Accmrlg10/17/2023

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