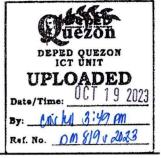


Republic of the Philippines

Department of Education

Region IV-ASCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2023

DIVISION MEMORANDUM DM No. 8/9, 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

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