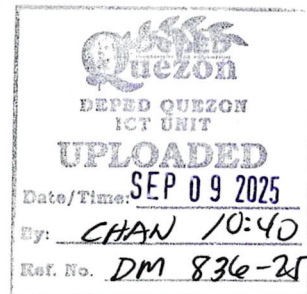




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 September 2025

DIVISION MEMORANDUM

DM No. 836 s. 2025

DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE PROGRAM SUPPORT FUND FOR THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR SCHOOL SPORTS CLUB UNDER SSEEDP FOR FISCAL YEAR 2025

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

1. Please be informed that the Program Support Fund for the procurement of sports supplies, materials, and equipment for the School Sports Club under SSEEDP for Fiscal Year 2025 was credited on September 1, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **September 11, 2025. No extensions shall be granted.**

2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office except for the Elementary Schools of San Andres, San Francisco, Tagkawayan 1 & 2, Burdeos, Panukulan, Patnanungan, and Polillo Districts**, which are handled by Internal Auditors assigned in the Sub Offices. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. Additionally, the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form to facilitate proper identification and prompt distribution. The DTS

Account destinations for the respective districts are as follows:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



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3. It is also reiterated that **findings or deficiencies identified during the pre-audit must be complied with within seven (7) working days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of

District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Ma. Elvira M. Carimpong
1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Christian Louie A. Solomon
Burdeos, Panukulan, Patnanungan & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo
San Andres & San Francisco Districts (ES only)	Catanauan Sub Office Records Section	April M. Rostata

subsequent fund releases.

4. Immediate dissemination of and **strict compliance** with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO/V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

Accahm09/04/2025
DEPEDQUEZON-TM-SDS-04-009-003



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Enclosure to DM No. 836 s. 2025

CASH ADVANCE PAYROLL
 PROGRAM SUPPORT FUND FOR THE DOWNLOADING OF FUNDS FOR
 PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR
 SCHOOL SPORTS CLUB UNDER SSEEDP FOR FISCAL YEAR 2025
 For the month of September 2025

No.	School ID	School	District	CURRENT ACCOUNT NUMBER	NAME OF SCHOOL HEAD	GROSS	5% TAX	NET
1	109057	Quezon ES	Quezon	002442-1220-94	ANTONIO O. LUNA	50,000.00	2,500.00	47,500.00
2	108559	Bongliw ES	Panukulan	001992-1054-64	SHARON M. VALLESTER	50,000.00	2,500.00	47,500.00
3	109299	Muliguin ES	Unisan	002442-1224-93	GEMMA A. AMPARO	50,000.00	2,500.00	47,500.00
4	109053	Guinhawa ES	Quezon	002442-1221-67	LOIDA C. NUERA	50,000.00	2,500.00	47,500.00
5	108890	Baybay ES	Mauban North	003652-1020-50	MA. PORTIA R. AREGADO	50,000.00	2,500.00	47,500.00
6	109163	Jose Rizal ES	Sariaya East	000212-1253-77	MARIA LUZ P. VENDIOLA	50,000.00	2,500.00	47,500.00
7	109011	Rizalino ES	Pitogo	002442-1226-71	SOLEDAD E. ROS	50,000.00	2,500.00	47,500.00
8	109102	Briones ES	San Antonio	002612-1055-64	MORLAN G. PASIA	50,000.00	2,500.00	47,500.00
9	500444	Gumaca Integrated School	Gumaca West	002442-1234-06	NANETTE D. RAMIREZ	50,000.00	2,500.00	47,500.00
1	301365	Joel B. Arquiza NHS	Quezon	002442-1221-40	ROSALIA F. CASTRO	50,000.00	2,500.00	47,500.00

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