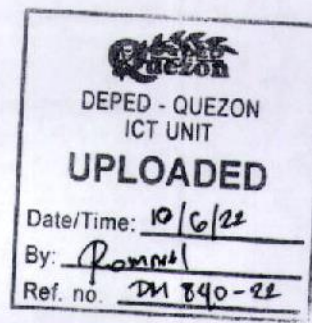




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 October 2022

DIVISION MEMORANDUM
DM No. 840, s. 2022

DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR ADDITIONAL MOOE FUND

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

1. Please be informed that the Additional MOOE Fund was credited on September 25, 2022 to the respective school's checking account. Deadline for submission of reports for non-implementing units are as follows:

Sub-Offices - on or before **October 17, 2022**
Division Office - on or before **October 18, 2022**

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 and strict compliance of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accrev10/04/2022

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