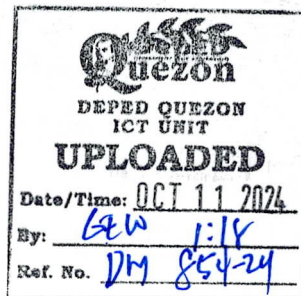




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 October 2024

DIVISION MEMORANDUM
DM No. 854, s. 2024

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR
SEPTEMBER-OCTOBER 2024 REGULAR 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 Regular MOOE Fund for September-October 2024 was credited on October 9, 2024 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:

Sub-Offices - on or before **October 24, 2024**
Division Office - on or before **October 25, 2024**

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 

Accahm10/10/2024

DEPEDQUEZON-TM-SDS-04-009-003



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