



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



DEPED - QUEZON
ICT UNIT

UPLOADED

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04 October 2022

DIVISION MEMORANDUM

DM No. **863**, s. 2022

DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR SPED PSF

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 Special Education (SPED) Program Support Fund (PSF) for the selected schools was credited on September 30, 2022 to the respective school's checking account. Deadline for submission of the liquidation report are as follows:

Sub-Offices - on or before **October 24, 2022**

Division Office - on or before **October 25, 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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