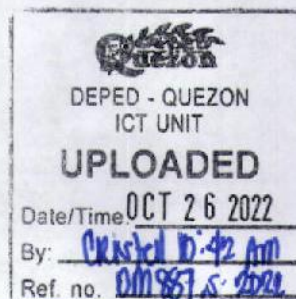




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 October 2022

DIVISION MEMORANDUM
DM No. 887, s. 2022

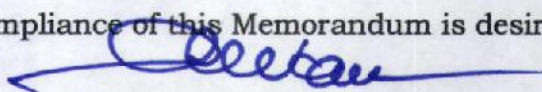
DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR ADDITIONAL MOOE FOR IMPLEMENTING UNITS (IUs)

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

1. Please be informed that the Additional MOOE Fund for Implementing Units (IUs) was credited on October 13, 2022 to the respective school's checking account. Deadline for submission of reports for Implementing Units are as follows:

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

Accrev10/21/2022

DEPEDQUEZON-TM-SDS-04-009-003



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