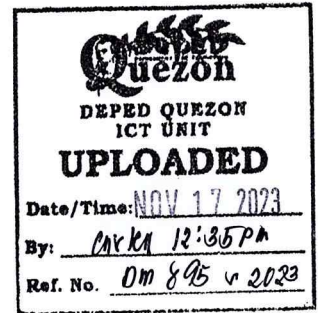




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 November 2023

DIVISION MEMORANDUM
DM No. 895, s. 2023

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE FIRST
TRANCHE OF SCHOOL-BASED FEEDING PROGRAM (SBFP)**

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

1. Please be informed that the first tranche of School-Based Feeding Program (SBFP) Fund was credited on August 17, 2023 to the respective school's checking account. Deadline for the submission of liquidation reports are as follows:
 - Sub-Offices – on or before **December 21, 2023**
 - Division Office – on or before **December 22, 2023**
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

accmrlg11/16/2023

DEPEDQUEZON-TM-SDS-04-009-003



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