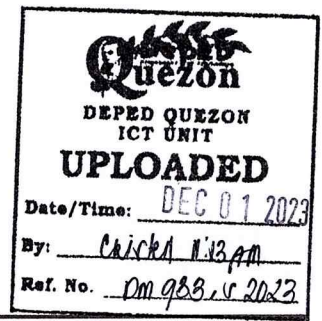




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 November 2023

DIVISION MEMORANDUM
DM No. 933, s. 2023

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR NOVEMBER
AND DECEMBER 2023 REGULAR MAINTENANCE AND OTHER
OPERATING EXPENSES (MOOE)**

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 November – December 2023 Regular MOOE Fund was credited on November 21, 2023 to the respective school's checking account. Deadline for submission of liquidation reports are as follows:
Sub-Offices – on or before **December 14, 2023**
Division Office – on or before **December 15, 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 

accmrlg11/30/2023

DEPEDQUEZON-TM-SDS-04-009-003



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