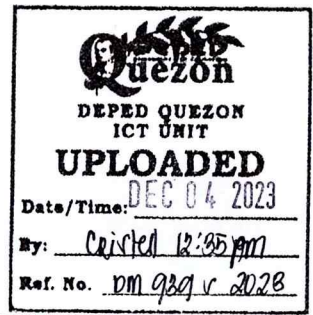




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 December 2023


DIVISION MEMORANDUM

DM No. 939, s. 2023

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR PROGRAM SUPPORT FUNDS FOR INTEGRATED SCHOOL NUTRITION MODEL (ISNM)

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

1. Please be informed that the Program Support Fund for ISNM 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 O. BAUTISTA, CESO V
Schools Division Superintendent

accmrlg12/01/2023

DEPEDQUEZON-TM-SDS-04-009-003



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