



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

06 December 2021

**DIVISION MEMORANDUM**  
DM No. 940, s. 2021

**DEADLINE OF SUBMISSION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)  
AND PROGRAM SUPPORT FUNDS (PSF) FOR SPECIAL EDUCATION (SPED)  
PROGRAM LIQUIDATION REPORT**

**To:** OIC-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 deadline of submission of Program Support Funds (PSF) for Special Education (SPED) Program liquidation report will be on or before **December 20, 2021** while School-Based Feeding Program (SBFP) liquidation report will be on or before **December 27, 2021**. All folders submitted beyond the said deadlines shall be treated as late and will receive corresponding memo.
2. In order to track the submission of liquidation reports, all documents shall be submitted in **Records Section of Division Office through the three Sub-Offices**. 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. Furthermore, with reference to DepEd Order No. 029 s.2019, *Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1*, School Head shall ensure the submission of Authority to Debit/Credit Account to the bank on or before **December 20** of the current year. Non-submission shall subject to automatic sweeping of unexpended cash advance, net of maintaining balance. School Head shall exercise utmost diligence in maintaining records of checks issued and in observing the abovementioned deadline.

DEPEDQUEZON-TM-SDS-04-009-003



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DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	<b>DEC 14 2021</b>
By:	masckel 10:22 AM
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4. We would also like to call your attention to the provisions of Section 5.8 of COA Circular No. 97-002, which requires that all cash advances shall be fully liquidated at the end of each year. However, when no liquidation of the previous cash advance is received within the said period, the Accountant shall cause the withholding of the erring accountable officer's salary.
5. For immediate dissemination and strict compliance of all concerned.
6. This memorandum shall take effect immediately.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Accfft12/06/2021

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