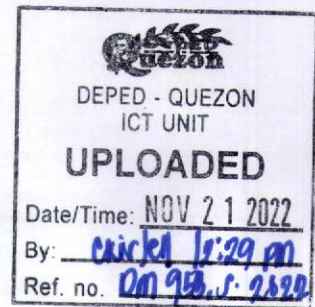




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 November 2022

DIVISION MEMORANDUM
DM No. 958, s. 2022

**REMINDER ON SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
GOVERNMENT TRANSACTIONS**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/ Section Heads
Elementary and Secondary School Heads
All Others Concerned

1. In connection with the Commission on Audit Circular No. 2012-001, titled Prescribing the Guidelines and Documentary Requirements for Common Government Transactions, this Office hereby reiterates the following reminders to all Schools Division of Quezon Province personnel:
 - a. Claims against government funds shall be supported with complete documentation.
 - b. **ORIGINAL COPY** of documentary requirements shall be attached to the financial transactions.
2. This office advised all personnel to submit the documents for processing with complete requirements based on the checklist and correct format/ template as shown in the link: <https://tinyurl.com/quezonisotemplate>
3. Immediate and widest dissemination of this Memorandum is desired.

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

Accmrq11/11/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph