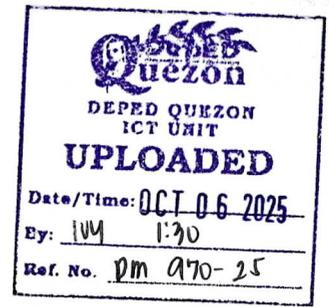




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



01 October 2025

DIVISION MEMORANDUM
 DM No. 070, s. 2025

DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE 1ST TRANCHE OF SCHOOL-BASED FEEDING PROGRAM NUTRITIOUS FOOD PRODUCTS CLUSTER-BASED PROCUREMENT, OPERATIONAL EXPENSES (SBFP-NFP OPEX) AND PASTEURIZED MILK FEEDING COMPONENT OPERATIONAL EXPENSES REGULAR AND AUGMENTATION (SBFP MFC OPEX) FUNDS

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

1. Please be informed that the School-Based Feeding Program Nutritious Food Products (SBFP-NFP) Cluster-Based Procurement, Operational Expenses (SBFP-NFP-OPEX) and Pasteurized Milk Feeding Component (Regular and Augmentation) Operational Expenses Funds were credited on August 14, 2025 and September 16, 2025, respectively, to the schools' checking accounts. The deadlines for the liquidation reports submission are as follows:

Cash Advance	Utilization Period	Date of Download	Deadline of Submission
1. 1st Tranche SBFP-NFP Cluster-Based Procurement (40 days)	September 1, 2025 to October 24, 2025	August 14, 2025	On or before October 31, 2025
2. 1st Tranche SBFP-NFP OpEx (40 days)	September 1, 2025 to October 24, 2025		
3. SBFP Pasteurized Milk Feeding Component Opex (Regular) (15 days)	September 15, 2025 to October 3, 2025	September 16, 2025	On or before October 10, 2025
4. SBFP Pasteurized Milk Feeding Component Opex (Augmentation 15days)	September 15, 2025 to October 3, 2025		

DEPEDQUEZON-TM-SDS-04-009-003



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- All schools that were unable to commence the School-Based Feeding Program Nutritious Food Packs (SBFP NFP) implementation on September 1, 2025**, are hereby reminded that the deadline for the submission of their liquidation report **shall be within five (5) days after the last feeding date**. This directive aims to ensure timely consolidation of reports, proper monitoring of program implementation, and accountability in the utilization of funds.
- ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office except for the Elementary Schools of Tagkawayan 1 & 2, Burdeos, and Polillo Districts**, which are handled by Internal Auditors assigned in the Sub Offices. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. Additionally, the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form to facilitate proper identification and prompt distribution.

The DTS Account destinations for the respective districts are as follows:

District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Ma. Elvira M. Carimpong
1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Christian Louie A. Solomon
Burdeos & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo

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4. Immediate dissemination of and **strict compliance** with this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm 10/01/2025

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