



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



30 September 2025

DIVISION MEMORANDUM
DM No. 071, s. 2025

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORTS FOR THE
REPRODUCTION OF ACADEMIC RECOVERY AND ACCESSIBLE
LEARNING (ARAL) LEARNING RESOURCES FOR KEY
STAGES 1, 2, AND 3 PROGRAM SUPPORT FUND**

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

1. Please be informed that the Program Support Fund for the reproduction of Academic Recovery and Accessible Learning (ARAL) Resources for Key Stages 1, 2 and 3 was credited on September 26, 2025, to the respective schools' checking accounts. The deadline for the liquidation report submission is on or before **October 8, 2025. No extensions shall be granted.**
2. The Payroll copy can be accessed through <https://tinyurl.com/quezonlrARALdownloading>. For guidance and reference, please refer to Division Memorandum No. 895 s. 2025.
3. **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.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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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

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm09/30/2025

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