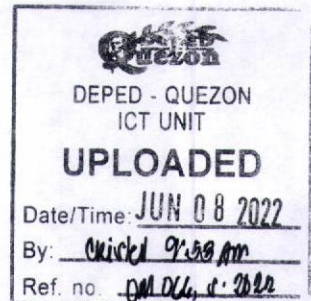




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 May 2022

OFFICE MEMORANDUM
OM No. 066, s. 2022

REITERATION ON DEADLINES OF REPORTS FOR SUBMISSION

To: Assistant Schools Division Superintendent
SGOD Chief
School Health Section Personnel
All Others Concerned

This is to reiterate the submission of the following School Health Section documents and their corresponding deadlines.

- ✓ a) DTR/ IDLAR – every 5th of the succeeding month;
- b) M&E Travel Expense attachments – every 15th of the last month of a quarter (March 15, June 15, September 15, December 15);
- c) Regular Travel attachments – every 30th day of the month;
- d) Augmentation attachments – every 15th day of the month of a quarter (March 15, June 15, September 15, December 15); and
- ✓ e) Individual Accomplishment (quarterly report) – every 3rd week of the succeeding month.
- f) Immediate dissemination of and strict compliance to this Memorandum is highly desired.

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

shsmaat/05/31/2022

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