



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

February 14, 2024

DIVISION MEMORANDUM  
OSDS No. 025, s. 2024

**DEADLINE OF SUBMISSION OF MONTHLY LIQUIDATION REPORT**

To: IUs & Non-IUs School Heads  
IUs & Non-IUs School – based Bookkeepers

1. To ensure timely submission of various consolidated reports in compliance with the DepEd Central, Regional Office, DBM and COA requirements, all School Heads and school -based finance personnel are advised to submit monthly liquidation report at SDO Tacurong City Accounting Section.
2. The deadline of submission will be on or before 5<sup>th</sup> day of the following month, 5:00 p.m. If that 5<sup>th</sup> day of the following month will fall on holidays or weekend, deadline will be on following working day, 1:00 p.m.
3. All division related policies and other issuances which are inconsistent with the provision of this memorandum are hereby repealed and modified.
4. For the information, guidance, and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent 

Enclosures: None.  
Reference:  
Allotment: none  
To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/ DEADLINE OF SUBMISSION OF MONTHLY LIQUIDATION REPORTS/ February 14, 2024



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