



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

July 24, 2025

DIVISION MEMORANDUM
OSDS No. 094, s. 2025

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS OTHER THAN SBFP
AND SCHOOL MOOE**

To: School Heads
Administrative Officers II
School – based finance personnel

1. To ensure timely submission of consolidated reports in compliance with the DepEd Central, Regional Office, DBM and COA requirements, all School Heads, Administrative officers II and school -based finance personnel are advised to submit the **Liquidation Reports - such as SNED, GPP, ALIVE, and others excluding SBFP and School MOOE** – to the **Accounting Section of SDO Tacurong City**.
2. The deadline for submission shall be on or before **30 working days from the date the LDDAP – ADA stamped “RECEIVED” by the Government Servicing Bank or from the date of the check**. If the said date falls on a holiday, the deadline shall be moved to the next working day at **10:00 a.m.** Submissions beyond the deadline will be considered **LATE**.
3. All division - related policies and other issuances which are inconsistent with the provision of this memorandum are hereby repealed and modified accordingly.
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 SBFP LIQUIDATION REPORTS/ July 24, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org