



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

September 7, 2026

DIVISION MEMORANDUM
OSDS- 2026 - 165

DEADLINE OF THE SUBMISSION OF ALL LIQUIDATION REPORTS

To: Assistant Schools Division Superintendent
School Heads
School Administrative Officer II
School – based Finance personnel
All others concerned.

1. In order to ensure the timely submission, review, reconciliation, and consolidation of financial reports, all concerned are hereby reminded to submit the required liquidation reports and related documents on or before the deadlines indicated below:

Fund/Activity	Deadline
SNED	8th day of October 2026
SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) (Use Brown Folder)	3 rd day of December 2026
SBFP – ADDITIONAL VIAND (Use White Folder)	10 th day of December 2026
MOOE and ADDITIONAL MOOE	16th day of December 2026
“RECONCILIATION DAY” (SCHOOL –BASED FINANCE PERSONNEL WITH LIQUIDATION REPORT CHECKER)	17 th day of December 2026
SUBMISSION OF ANNEX G TO THE GOVERNMENT SERVICING BANK (GSB) - DBP	19 th day of December 2026 <i>*Non -submission of the Authority to Debit/ Credit Account (Annex G) on or before the deadline shall subject the account to automatic sweeping, net of maintaining balance. The School Head shall exercise utmost diligence in maintaining records of checks issued and in observing the abovementioned deadline. (DepEd Order No. 029, s. 2019 dated October 17, 2019, titled “Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non- Implementing Units pursuant to COA, DBM and DepEd Joint Circular No. 2019-1)</i>



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Website: depedtacurong.org



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2. All concerned are hereby directed to strictly observe the above-mentioned deadlines to facilitate the timely reconciliation and completion of the required year-end financial reports and ensure compliance with existing accounting, auditing, and financial management rules and regulations.
3. For the information, guidance, and strict compliance of all concerned.

CARLOS G. SUSARNO PHD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

JGS/OSDS/DM/ DEADLINE OF THE SUBMISSION OF ALL LIQUIDATION REPORTS/ September 7, 2026



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