



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

December 9, 2022

DIVISION MEMORANDUM

No. 760 s. 2022

SUBMISSION OF SUMMARY OF LIQUIDATION REPORTS

To: Heads, Administrative Assistant II & Administrative Assistant III
Tayabas East Central School I
Tayabas West Central School I
All Secondary Schools
All Others Concerned

1. In preparation for the early submission of Year-End Financial Reports on January 9-11, 2023, you are hereby directed to submit summary liquidation reports including hard copy of liquidation reports of various elementary and secondary schools for the months of September to December 2022.
2. The deadline of the submission of the reports is on or before December 28, 2022. Please use this link <https://tinyurl.com/Summary-of-Liquidation-Report> for immediate consolidation of liquidation reports.
3. Immediate dissemination and strict compliance of this memorandum are desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



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