



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DepED
 DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: jm
 Date: 12926 Time: 8:33

Division Memorandum
 No. 45, s. 2026

January 28, 2026

SUBMISSION OF LIQUIDATION REPORT

To: Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to direct all concerned schools to submit their liquidation reports for the funds provided by the City Government of Tabuk, which were utilized by the four mother districts and the four billeting schools of SDO Tabuk City for the 2025 City Athletic Meet held on November 19–22, 2025. The submission of the liquidation reports is scheduled on February 2, 2026.

2. The funds were allocated and utilized as follows:

School	Amount (PHP)	Purpose of Expenditure
Laya Integrated School	100,000.00	Supplies and materials
Pinagan Elementary School	100,000.00	Supplies and materials
Southern Tabuk Integrated School	100,000.00	Supplies and materials
Agbannawag Central School	100,000.00	Supplies and materials
Tabuk City Central School	10,000.00	Billeting expenses
Tabuk City NHS	10,000.00	Billeting expenses
Magsaysay Elementary School	10,000.00	Billeting expenses
Casigayan Elementary School	10,000.00	Billeting expenses

3. All concerned school heads are requested to ensure that the liquidation reports are complete, accurate, and properly supported by official receipts or documentation. Reports should be submitted to the Finance Section, SDO Tabuk City on the specified date.

4. For guidance and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent

SGOD/fedex