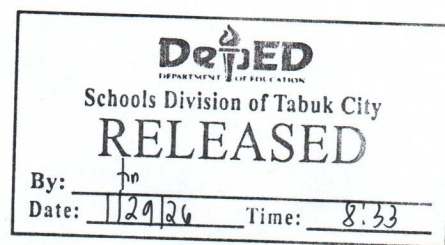




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

January 28, 2026

Division Memorandum  
No. 45, s. 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



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