



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

July 15, 2025

DIVISION MEMORANDUM
No. 441, s. 2025

**ANNOUNCING THE CRITERIA FOR THE EARLY SUBMISSION OF LIQUIDATION
REPORTS AWARDS**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
Disbursing Officers
All Others Concerned

1. In recognition of the importance of timeliness and consistency of reporting, this memo lays out the criteria for the Early Submission of Liquidation Report Awards.
2. This award aims to encourage and recognize individuals who consistently demonstrate commitment and high-quality report submission. Further, this aims to promote the culture of punctuality, professionalism, and proactive communication in report handling.
3. Evaluation Rubric:

Criteria	Description	Deadline
Timeliness	Submitting liquidation reports on or before the deadline set.	Non - IU *5 th day of the following month for Non-IUs Regular MOOE *30 days after the end of program implementation IU *On or before the date provided in the memorandum to be issued in connection



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		with the FS closing preparation workshop schedule.
Consistency	Has consistently submitted the liquidation report on or before deadline set from January – December of the calendar year.	
Quality of Reports	Accuracy and completeness of the submitted reports and required supporting documents.	
Completeness	Has submitted required liquidations for the calendar year except those programs still in implementation	

4. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


FAY C. LUAREZ EdD PhD TM CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent 