



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 118, s. 2019

February 11, 2019

**Liquidation Checker for the PT Cash Day Program**

To: Elizabeth Bueron  
School Principal I  
Kapatagan National High School

Edberto P. Real  
School Principal II  
Ruparan Integrated High School

Attention: Janice C. Baritua  
Administrative Assistant II

Mary Ann Devalgue  
Administrative Assistant II

1. The Division of Digos City has initiated this activity called "PT Cash Day" (Prudent Transfer of Cash Day). This activity aims to streamline the release and liquidation of School Maintenance and Other Operating Expenses (MOOE) by creating a one-stop shop. There will be scheduled dates for this program every month.
2. With this, you are hereby directed to assist the Budget and Finance Section in the implementation of the PT Cash Day Program as liquidation checker. This is in addition to your current function as Administrative Assistant II of Kapatagan National High School. You will then be asked to report in the division office every date scheduled for the PT Cash Day.
3. Please report directly to the Accountant III of the Schools Division Office.
4. Immediate dissemination of and compliance with this memorandum is desired.

**WINNIE E. BATOON, Ed.D.**  
Officer-In-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
19-28430  
DATE: FEB 11 2019 TIME: 3:45 PM

Encls: List Enclosures  
References: DepEd Order  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

jake lloyd vencio: memorandum title  
8 February 2019