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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent**OFFICE MEMORANDUM**OSDS-2023- 031

To : All School Heads of non-implementing Units
All Public Schools District Supervisors
All Division Chiefs
School-Based Management Coordinator
All Budget and Finance Section Personnel
All Cash Section Personnel

Subject : **Relaunching of the Prudent Transfer of Cash Advances to School Heads (PT CASH) Day**

Date : February 14, 2023

In light of the recent relaxation of COVID protocols, we are pleased to announce that the Prudent Transfer of Cash Advances to School Heads (PT CASH) Day will resume as an in-person event. This activity was successfully implemented in CY 2019 which ensured that all schools are provided with the necessary funds to carry out their duties and support their school operations. We are determined to replicate this success to guarantee that the allocated funding will be utilized promptly and completely.

In order to ensure that the event runs smoothly, we have outlined the following process steps:

Step 1. Receiving of documents. School heads shall register and will be given priority numbers on a first-come, first-served basis.

Step 2. Checking of liquidation. Liquidation documents will be verified and checked as to completeness and compliance with existing accounting rules and regulations.

Step 3. Releasing of Certificate of Liquidation. Once liquidation documents are verified and deemed properly in compliance with the existing accounting rules and regulations, the liquidation documents will be recorded and provided a control number and a certificate of liquidation will be released to the school head.

Step 4. Preparation of documents for MOOE Downloading. Once the allocations for the first two months of the quarter have been fully liquidated, preparation of the List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) for the downloading of funds from the

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quarterly release of cash advances will be made. The same will be made a month prior to the ensuing quarter except for the first quarter where it will be released on the first month of the quarter upon submission of the approved AIPs, PPMPs, and APPs. Please see attached table below.

Month	From
First Quarter	January
Second Quarter	March
Third Quarter	June
Fourth Quarter	September

It is required that the rectification of noted deficiencies shall be made within the day.

Further, liquidation documents will be accepted only during the PT Cash Day. The Accounting Section will not verify/check documents outside of the schedule.

Issuance of Obligation Request and Status (ORS), preparation of Disbursement Vouchers (DVs) and LDDAP-ADA should be done only on the day or a day after the scheduled PT CASH Day.

Attached are the Schedule of PT Cash Day for the year, the deadlines for the submission of cash advance and List of Schools per Batch.

We thank you for your cooperation and commitment and look forward to continuing this activity.

CRISTY C. EPE
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

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BY:





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SCHEDULE OF PT CASH DAY

Allocation	Batch 1	Batch 2
January	Feb 15	Feb 16
February	Mar 8	Mar 7
March	Apr 5	Apr 6
April	May 5	May 4
May	Jun 6	Jun 7
June	Jul 7	Jul 6
July	Aug 3	Aug 4
August	Sept 8	Sept 7
September	Oct 5	Oct 6
October	Nov 8	Nov 7
November- December	Dec 20	Dec 21

SUBMISSION OF REQUEST FOR CASH ADVANCE

Allocation	From	To
First Quarter	12/15/2022	12/31/2022
Second Quarter	3/15/2023	3/31/2023
Third Quarter	6/15/2023	6/30/2023
Fourth Quarter	9/15/2023	9/30/2023

LIST OF SCHOOLS PER BATCH

Batch 1	Batch 2
Digos Occidental	Digos South
Mt. Apo	Digos Oriental
Kapatagan JHS/SHS	Matti JHS/SHS
Ruparan JHS/SHS	Balabag JHS
Goma JHS/SHS	SHS in Digos City
Dawis NHS	DICNHS
Soong JHS/SHS	DICNHS-Aplaya Ext.



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