



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2024- 115

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 : **CY2024 Schedules of the Prudent Transfer of Cash Advances to School Heads (PT CASH) Day for School MOOE and Other Funds**

Date : February 23, 2024

Below are the Schedules for the CY2024 Prudent Transfer of Cash Advances to School Heads (PT CASH) Day and the submission of Request for Cash Advances (RCAs).

SCHEDULE OF PT CASH DAY

Allocation	Batch 1	Batch 2	Venue
January	Feb 28	Feb 29	Accounting Office
February	Mar 15	Mar 14	Accounting Office
March	Apr 11	Apr 12	Accounting Office
April	May 10	May 9	Accounting Office
May	Jun 13	Jun 14	Accounting Office
June	Jul 17	Jul 16	Accounting Office
July	Aug 15	Aug 16	Accounting Office
August	Sept 13	Sept 12	Accounting Office
September	Oct 10	Oct 11	Accounting Office
October	Nov 15	Nov 14	Accounting Office
November-December	Dec 3-4	Dec 5-6	Accounting Office

SUBMISSION OF REQUEST FOR CASH ADVANCES

Allocation	From	To
First Quarter	1/1/2024	1/15/2024
Second Quarter	2/15/2024	2/29/2024
Third Quarter	5/15/2024	5/31/2024
Fourth Quarter	8/15/2024	8/31/2024



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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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 and its Extension Schools
Soong JHS/SHS	Igpit NHS
Bagobo Palan Tagabawa NHS	

We thank you for your unwavering and steadfast commitment to this endeavor and look forward to making this activity a continued success.

For information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

Feb 23/24

Schools Division of Digos City
RECORDS SECTION

RELEASED
24-117721

DATE: FEB 26 2024 TIME: 8:10 AM

BY: *[Signature]*



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