



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2024- 118

To : All School Heads concerned  
 All Public Schools District Supervisors  
 All concerned

Subject : **Support Staff during Prudent Transfer of Cash Advances to School Heads (PT CASH) Day**

Date : February 27, 2024

In the exigency of service, the following personnel are requested to augment the manpower complements who will verify the liquidation documents during the Prudent Transfer of Cash Advances to School Heads (PT CASH) Day, to wit:

| NAME                  | POSITION | SCHOOL               |
|-----------------------|----------|----------------------|
| Narelhind Lacid       | ADAS II  | Kibanban ES          |
| Mary Sol Rosalita     | AO II    | San Miguel ES        |
| Catherine Rabaya      | AO II    | Isaac Abalayan ES    |
| Danilo Ebol, Jr.      | AO II    | Damnas ES            |
| Janice Baritura       | AO II    | Rizal CES            |
| Maria Leonora Salazar | AO II    | Federico Alferes ES  |
| Giselle Gonzales      | ADAS III | Arcaflor Maniapao ES |

See attached Annex A for the CY2024 Schedule of PT CASH Day for your reference.

For information, guidance, and compliance.

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

Schools Division of Digos City  
 RECORDS SECTION  
**RECEIVED**  
 24-117944  
 DATE: FEB 28 TIME: 2:40pm  
 BY: *[Signature]*



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



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**Annex A**

**SCHEDULE OF PT CASH DAY**

| <b>Schedule</b>             | <b>Time</b>     | <b>Venue</b>                          |
|-----------------------------|-----------------|---------------------------------------|
| <b>February 28-29, 2024</b> | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>March 14-15, 2024</b>    | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>April 11-12, 2024</b>    | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>May 9-10, 2024</b>       | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>June 13-14, 2024</b>     | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>July 16-17, 2024</b>     | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>August 15-16, 2024</b>   | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>Sept 12-13, 2024</b>     | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>October 10-11, 2024</b>  | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>November 14-15, 2024</b> | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |
| <b>December 3-6, 2024</b>   | 9:00AM – 5:00PM | Accounting Office<br>/Conference Room |



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