



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2025- 002

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

Subject : **Schedule of CY 2025 Prudent Transfer of Cash Advances to School Heads (PT CASH) Day**

Date : January 27, 2025

Below are the Schedules for the CY2025 Prudent Transfer of Cash Advances to School Heads (PT CASH) Day and the submission of Request for Cash Advances (RCAs). The first day is intended for the verification of liquidation documents as to completeness and propriety while the second day is intended for compliance of noted deficiencies, submission to accounting section for recording and tagging in the School MOOE Web-based Monitoring System.

SCHEDULE OF PT CASH DAY

Allocation	Day 1	Day 2	Venue
January	Feb 18	Feb 19	Conference hall
February	Mar 11	Mar 12	Conference hall
March	Apr 10	Apr 11	Conference hall
April	May 14	May 15	Conference hall
May	Jun 17	Jun 18	Conference hall
June	Jul 10	Jul 11	Conference hall
July	Aug 14	Aug 15	Conference hall
August	Sept 11	Sept 12	Conference hall
September	Oct 14	Oct 15	Conference hall
October	Nov 10	Nov 11	Conference hall
November	Dec 4	Dec 5	Conference hall
December	Dec 9	Dec 10	Conference hall

SUBMISSION OF REQUEST FOR CASH ADVANCES

Allocation	From	To
First Quarter	1/1/2025	1/15/2025
Second Quarter	3/1/2025	3/15/2025
Third Quarter	5/15/2025	5/31/2025
Fourth Quarter	8/15/2025	8/31/2025

Anticipating your sustained commitment to this endeavor and looking forward to making this activity a continued success.

For information, guidance, and compliance.

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: JAN 28 2025 TIME: 2:24
 BY: _____

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

