



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2025- 774

To : School Heads  
Administrative Officer II/ADAS in Schools  
Accounting Personnel

Subject : **FINAL CALL FOR CASH ADVANCE REQUESTS AND SUBMISSION OF UNLIQUIDATED CASH ADVANCES**

Date : December 2, 2025

In line with the provisions of DepEd Order No. 8, s. 2019, "Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses (MOOE) Allocation of Schools, Including Other Funds Managed by Schools," this Office hereby issues the final reminder regarding the request and liquidation of cash advances. All schools are advised that the **last call for cash advance requests shall be on December 5, 2025**, and no requests will be entertained beyond this date. Furthermore, all **unliquidated cash advances** must be submitted for review and checking by accounting personnel on **December 9, 2025 (PT-Cash Day)**. To ensure proper validation and timely processing, submissions must be made on or before **3:00 p.m.** on the said date. Any document submitted beyond the cut-off time will no longer be accommodated to provide sufficient time for the thorough review of voluminous MOOE liquidation reports.

Strict compliance with these deadlines is required to guarantee the prompt release, proper utilization, and accurate reporting of school funds within the fiscal year. For clarification, schools are encouraged to coordinate directly with the Budget and Finance Section. Immediate compliance is enjoined.

For guidance and compliance.

For and in the absence of the  
Schools District Superintendent:

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: DEC 03 2025 TIME: 4:57 PM  
BY: [Signature]

[Signature]  
**NEIL D. BONGCAYAO**

Public Schools District Supervisor  
Officer-in-Charge



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
(082) 553-8396 | (082) 553-8376  
www.depeddigoscity.org | digos.city@deped.gov.ph