



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 071

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

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

Date : January 26, 2026

Below are the Schedules for the CY2026 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 | Batch 1 | Batch 2 | Venue |
|-------------------|---------|-----------|-------------------|
| January | Feb 12 | Feb 13 | Accounting Office |
| February | Mar 12 | Mar 13 | Accounting Office |
| March | Apr 9 | Apr 10 | Accounting Office |
| April | May 7 | May 8 | Accounting Office |
| May | Jun 11 | Jun 12 | Accounting Office |
| June | Jul 9 | Jul 10 | Accounting Office |
| July | Aug 13 | Aug 14 | Accounting Office |
| August | Sept 10 | Sept 11 | Accounting Office |
| September | Oct 8 | Oct 9 | Accounting Office |
| October | Nov 12 | Nov 13 | Accounting Office |
| November-December | Dec 3-4 | Dec 10-11 | Accounting Office |



SUBMISSION OF REQUEST FOR CASH ADVANCES

| Allocation | From | To |
|----------------|-----------|-----------|
| First Quarter | 1/26/2026 | 1/31/2026 |
| Second Quarter | 3/15/2026 | 3/31/2026 |
| Third Quarter | 6/15/2026 | 6/30/2026 |
| Fourth Quarter | 9/15/2026 | 9/30/2026 |

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.

For and in the absence of the Schools Division Superintendent:

Sollie B. Oliver 1/26/26
SOLLIE B. OLIVER, JD, MATE
SGOD Chief
Office-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 26 JAN 2026 TIME: 7:15 pm
BY: JM



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