



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, JD, MATE
SGOD Chief
Office-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 26 JAN 2026 TIME: 3:15 PM
BY: [Signature]

