DIVISION MEMORANDUM
No. 112, s. 2019

February 11, 2019

Liquidation Checker for the PT Cash Day Program

To: Elizabeth Bueron
   School Principal I
   Kapatagan National High School

   Edberto P. Real
   School Principal II
   Ruparan Integrated High School

   Attention: Janice C. Baritua
   Administrative Assistant II
   Mary Ann Devalgue
   Administrative Assistant II

1. The Division of Digos City has initiated this activity called “PT Cash Day” (Prudent Transfer of Cash Day). This activity aims to streamline the release and liquidation of School Maintenance and Other Operating Expenses (MOOE) by creating a one-stop shop. There will be scheduled dates for this program every month.

2. With this, you are hereby directed to assist the Budget and Finance Section in the implementation of the PT Cash Day Program as liquidation checker. This is in addition to your current function as Administrative Assistant II of Kapatagan National High School. You will then be asked to report in the division office every date scheduled for the PT Cash Day.

3. Please report directly to the Accountant III of the Schools Division Office.

4. Immediate dissemination of and compliance with this memorandum is desired.

WINNIE E. BATOO, Ed.D.
Officer-In-Charge
Office of the Schools Division Superintendent

Ends: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT:
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8 February 2019