



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 137, s. 2019

February 14, 2019

Launch of Prudent Transfer of Cash Advances to School Heads (*PT Cash Day*)

To: All Budget and Finance personnel
All School Heads of non-implementing units
All Public School District Supervisor
Evangeline Hernan (Division SBM Coordinator)
Sollie B. Oliver, LLB, MATE (SGOD – Chief)
Beverly S. Daugdaug, EdD (CID – Chief)

1. The budget is one provision from where the school derives its existence. Not merely to exist but to function productively. The school's Maintenance and Other Operating Expenses (MOOE) is downloaded through the school head for management and disbursement. The division office tries to see to it that the annual allocation of each school is fully released by the end of the year. This is to ensure that the allocation will be fully and timely utilized by the school for its purpose.
2. With this, the Division of Digos City has initiated this activity called "*PT Cash Day*" (Prudent Transfer of Cash Advances to School Heads Day). This activity aims to streamline the release and liquidation of School Maintenance and Other Operating Expenses (MOOE) by creating a one-stop shop. Unlike in previous years when a school takes a long time to get its monthly share of MOOE due to voluminous process of documents, the Division Office sets a schedule of PT Cash Day every month. School heads shall submit their liquidation reports and once verified to be complete and correct the cashier will immediately release the check on the same day.
3. Regarding the training expenses directly deducted by the Budget Office against the local fund of the school, the section will release the amount of training expenses incurred which affect the net amount to be reflected in the Request of Cash Advance (RCA). The list of these amounts will be released a week before the submission of the RCA. The RCA submission is scheduled every last Monday of the month preceding to the monthly allocation for request (e.g. the RCA for February will be submitted on the last Monday of January). This is done to avoid over utilization of the fund and to ensure that expenses are evenly distributed.

Please see schedule of activities:

TIMELINE	ACTIVITY
A week before the last Monday of the month	Posting of registration fees of trainings to be deducted against the MOOE Allocation of the subsequent month.
Last of Monday of	Submission of RCA for the allocation of the subsequent month.

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month	
Every 4 th day of the month	1 st Batch of PT Cash Day for Digos Occidental and Mt. Apo Districts
Every 5 th day of the month	2 nd Batch of PT Cash Day for Digos Oriental and Digos South Districts

- An advisory will be issued in the event that the schedule of PT Cash Day falls on a holiday, Saturday, Sunday or there are other inevitable circumstances that hinder the conduct of activity on the scheduled dates.
- During the PT Cash Day, all school heads are expected to submit their liquidation documents as early as eight o'clock in the morning to give ample time for the liquidation checkers to properly check the correctness and completeness of the documents. Checking and rectifying of liquidation documents must be done during the day. Releasing of the allocation of the immediate subsequent month will be forfeited if the School Head will fail to liquidate the previous cash advance within the scheduled date.
- School Heads on official business on the scheduled PT Cash Day should inform the Schools Division Superintendent, Budget Officer and Accountant ahead of time in order that the processing of the liquidation and release of allocation will be arranged. They are required to process their MOOE liquidation immediately upon return to their Official Station.
- Below is the process flow:

	ACTIVITY	
	School Heads	Division Personnel
Step 1 – Registration/ Submission	Signs the attendance sheet. Submit liquidation documents to the receiving personnel.	Receives the liquidation documents and forwards to the MOOE checker/verifier.
Step 2 – Checking of MOOE Liquidation	Wait for the checking/verification of liquidation to be done.	Checks/Verifies the liquidation documents.
Step 3 – Return for Rectification	The SH receives the liquidation documents for rectification of all the errors found.	The liquidation checker will give his recommendations regarding the correctness and completeness of the liquidation documents.
Step 4 – Return for Final Checking	Submit rectified liquidation documents to the checker.	Verify if all the recommendations were complied/rectified and the documents are complete and correct.
Step 5 – Refund of excess MOOE (If applicable)	Get “Payment Oder” and refund the excess MOOE to the cashier. (If applicable)	Issue “Order of Payment”. (If applicable)

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Step 6 - Controlling	Photocopy the official receipt and attach in the liquidation. (if applicable)	Assign liquidation number and forward to the Accountant III/ OIC for signature. Give a copy of the signed Cash Disbursement Register (CDR) and issue a Certificate of Liquidation to the School Head.
Step 7 – Release of Check	Present the Certificate of Liquidation to the cashier personnel.	Release check to School Head.

8. All memoranda, rules, regulations and other issuances inconsistent herewith are hereby repealed, amended or modified accordingly.
9. Immediate dissemination of and compliance with this memorandum is desired.


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

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 28694
 DATE: FEB 14 2019 TIME: 1:13
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