



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO



**Office of the Schools Division  
Superintendent**

**February 19, 2024**

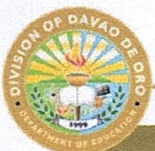
**DIVISION MEMORANDUM**

No. 158, series 2024

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
District Coordinating Principals  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

**IMPLEMENTATION OF REQUEST FOR CASH ADVANCE (RCA) MONTH**

1. As part of our commitment to efficient financial management and accountability, this Office informs all Elementary and Secondary Schools and District Offices categorized as Non-Implementing Units (NIUs) to adhere, abide by, and follow the implementation of Request for Cash Advance (RCA) Month or the submission of RCA a month before the end of every quarter.
2. The purpose of this implementation is to establish a unified submission process in order to effectively track the movement of RCA within the respective schools.
3. Guidelines for implementation are as follows:
4. **Submission Timeline.** All NIUs are required to submit their Request for Cash Advance (RCA) a month before the end of every quarter. This timeline has been established to ensure a unified submission process and to facilitate efficient tracking of RCA movements.
5. **Consequences of Late or Non-Compliance.** Failure to comply with the memorandum on RCA submission will result in necessary actions being taken. **In the event of a first offense, the school head will request a justification letter and conduct a comprehensive assessment to verify the explanation provided.** Subsequently, a further investigation will be carried out. **If a second offense occurs, an affidavit of undertakings must be submitted, containing valid reasons for the delay or failure to meet the submission deadline.**





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6. **Approval Process Flow.** Upon submission, the Record sections shall be responsible for forwarding the RCA documents to the Accounting section for review and appropriate action. Subsequently, the Accounting section is tasked with forwarding the approved RCA to the School Governance and Operations Division (SGOD) for final approval. Once approved, the documents will be returned to the Record sections for release.
7. **Monitoring and Reporting.** The SDO- Davao de Oro shall monitor the submission of RCA and report on the status and compliance of the schools during every MANCOM meeting.
8. This memorandum is effective beginning the second quarter of the fiscal year.
9. We emphasize the importance of compliance with these guidelines to ensure transparency, accuracy, and efficiency in financial transactions within the school system.
10. For further inquiries or clarification on these guidelines, please feel free to communicate with the Schools Division Office-Davao de Oro.
11. For wide dissemination.

**CRISTY C. EPE**  
Schools Division Superintendent 