



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. **148**, s. 2025

November 04, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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**SCHEDULE OF TRANSACTION FOR THE SUBMISSION AND RETRIEVAL OF
CASH ADVANCE (CA) AND LIQUIDATION**

This office announces that the Schedule of Transaction for the submission and retrieval of Cash Advance (CA) and Liquidation documents will be accommodated at any day of the week starting from November to December 2025.

Transaction	Duration	Schedule
Submission and Retrieval of Cash Advance and Liquidation Documents	November to December 2025 only	Monday to Friday

Please be mindful that **Other Transactions** aside from the submission and retrieval of Cash Advance and Liquidation **will not be accommodated unless it follows the Original Schedule of transaction as indicated in DM No. 352, s. 2024**. Kindly refrain from leaving documents which are not scheduled for submission and claiming of documents which are not scheduled for retrieval.

Also, deadlines stipulated in other issuances are not an exemption in following the Schedule of Transaction. It is understood that the day of transaction must still be followed accordingly.

For further concerns, you may e-mail sdobatangas.records@deped.gov.ph.

IGG/DA_ SCHEDULE OF TRANSACTION FOR THE SUBMISSION OF CASH ADVANCE (CA) AND LIQUIDATION
110425-033/November 4, 2025