

Report on Ageing of Cash Advances

ANNEX 8

Schedule of Advances to Officers and Employees  
As of 31 December 2014


Agency Name: Development Academy of the Philippines  
Agency Code : \_\_\_\_\_

Book No: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
Account Code: \_\_\_\_\_

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purposes (151-100)</b>				<b>96,578.17</b>	<b>30,471.03</b>	<b>43,471.75</b>	<b>22,635.39</b>	<b>0.00</b>	see attached summary
1. Local Travel				14,511.54	5,888.04	1,350.00	7,273.50	0.00	
2. Foreign Travel				19,570.00	3,520.00	9,410.00	6,640.00	0.00	
3. Special Activities/Projects				62,496.63	21,062.99	32,711.75	8,721.89	0.00	
<b>B. Advances to Regular Disbursing Officers - (102400)</b>				<b>377,004.21</b>	<b>225,052.01</b>	<b>59,308.20</b>	<b>92,644.00</b>	<b>0.00</b>	see attached summary
1. Payroll				355,729.71	203,777.51	59,308.20	92,644.00		
2. Seminar/Conference Expenses				21,274.50	21,274.50				
<b>TOTALS:</b>				<b>473,582.38</b>	<b>255,523.04</b>	<b>102,779.95</b>	<b>115,279.39</b>	<b>0.00</b>	

Certified Correct:

Approved by:

  
**Anatalia S.D. Barawidan**  
Head, Accounting Office *phv*

  
**Antonio D. Kalaw, Jr.**  
Agency Head

Verified by:

**Rebecca Y. Ragsag**  
State Auditor V/Supervising Auditor

Date Submitted: \_\_\_\_\_

Note: This Report on Ageing of Cash Advances shall be submitted by the agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.

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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks	
						Less than 30 days	31-60 days	61-365 days	Over 1 year		
<b>A. Advances for Special Purposes (151-100)</b>						<b>96,578.17</b>	<b>30,471.03</b>	<b>43,471.75</b>	<b>22,635.39</b>	<b>0.00</b>	
1. Local Travel						5,888.04	1,350.00	7,273.50	-		
				<b>JEV No.</b>							
	11/3/2014	ALVAREZ, ADELINA D.	[Cash Advance Travel] [11/04/14] to [11/07/14] [DA-ATI QMS] [La Trinidad, Benguet]	14-11-0005	160		160				refunded per or#0003110 dated 1/30/2015
	7/15/2014	BELLIN, JOCELYN T.	Cash advance for travel to Iloilo dtd. 7/16-17/2014. re: Conduct orientation to LCPC members regarding CFLG roll out and to conduct ocular for the venue of the said training course.	14-07-0813	0.5			0.5			refunded per or#0003038 dated 1/29/2015
	11/25/2014	CRUZ, GERALD Y.	[Cash Advance Travel-Staff devt] [11/26/14] to [11/29/14] [How to Joint Venture Legally with GOCCs and LGUs] [Cebu]	14-11-1393	200		200				refunded per or#0003044 dated 1/29/2015
	12/15/2014	DAGAN, MANESSES S.	[Cash Advance Travel] [12/15/14] to [12/16/14] [PMDP Re entry site visit-MMC 5] [Legazpi]	14-12-0792	400	400					refunded per or#0002935 dated 1/20/2015
	12/12/2014	DAGCUTAN, AURA MARIE P.	[Cash Advance Travel] [12/14/14] to [12/15/14] [PMDP MMC 5] [La Union]	14-12-0655	347	347					refunded per or#0003043 dated 1/29/2015
	11/25/2014	DIZON, BERNARDO A.	[Cash Advance Travel-Staff devt] [11/26/14] to [11/29/14] [How to Joint Venture Legally with GOCCs and LGUs] [Cebu]	14-11-1390	200		200				refunded per or#0003186 dated 2/9/2015

*Handwritten marks:* A signature and a checkmark are visible at the bottom right of the page.

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Account Title: \_\_\_\_\_  
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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	12/2/2014	ESTANISLAO, EDITHA R.	[Cash Advance Travel] [12/03/14] to [12/13/14] [Wshop of Master Plan] [Busuanga]	14-12-0098	3245	3,245.00				refunded per or#0003034 dated 1/29/2015
	6/5/2014	FERRER, VERONICA V.	Cash advance for Specific Purpose. To defray MVpool & COCF related expenses. (deadline of liq.- 6/30/2014)	14-06-0264	3			3		refunded per or#0003039 dated 1/29/2015
	12/16/2014	JAVIER, JHONN ROBERT N.	[Cash Advance Travel] [12/16/14] to [12/18/14] [PMDP Re entry site visit- MMC5] [Iloilo and Bacolod]	14-12-0834	520	520				refunded per or#0003042 dated 1/29/2015
	9/18/2014	LABASTILLA, SKILTY C.	Cash advance for travel to Dumaguete, Tagbilaran & Tubigon dtd. 9/20-29/2014. guarantor: Alan Cajes; re: conduct of data gathering for the implementation of DAP-PPA project.	14-09-0940	780			780		refunded per or#0002954 dated 1/13/2015
	12/2/2014	MACAGBA, SHARON FELIZA ANN P.	[Cash Advance Travel] [12/03/14] to [12/13/14] [Wshop of Master Plan] [Busuanga]	14-12-0099	414.04	414.04				refunded per or#0002779 dated 1/6/2015
	11/25/2014	MANZANO, DANIEL B.	[Cash Advance Travel-Staff devt] [11/26/14] to [11/29/14] [How to Joint Venture Legally with GOCCs and LGUs] [Cebu]	14-11-1392	200		200			refunded per or#0003187 dated 2/9/2015
	12/16/2014	MARQUEZ, RAYMART V.	[Cash Advance Travel] [12/16/14] to [12/18/14] [PMDP Re entry site visit- MMC5] [Iloilo and Bacolod]	14-12-0835	520	520				refunded per or#0003040 dated 1/29/2015
	11/3/2014	PASTRANA, JOMAR A.	[Cash Advance Travel] [11/04/14] to [11/07/14] [DA-ATI QMS] [La Trinidad, Benguet]	14-11-0006	160		160			refunded per or#0003111 dated 1/30/2015

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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	12/12/2014	SAGAPAN, MARY M.	[Cash Advance Travel] [12/14/14] to [12/15/14] [PMDP MMC 5] [La Union]	14-12-0656	442	442				refunded per or#0003045 dated 1/29/2015
	9/22/2014	SALAYOG, JONATHAN F.	Cash advance for travel to Iloilo, Pulupandan, Ormoc, Tacloban & Puerto Princesa dtd. 9/22-10/10/2014. re: Data gathering for the implementation of DAP-PPA project.	14-09-0969	1910			1,910.00		refunded per or#0003037 dated 1/29/2015
	11/14/2014	TABUNDA, CARLOS JR. C.	[Cash Advance Travel-Staff Devt] [11/15/14] to [11/17/14] [ASEAN Youth Dialogues] [Baguio]	14-12-0867	430		430			refunded per or#0002829 dated 1/6/2015
	10/1/2014	TABUNDA, CARLOS JR. C.	Cash advance for travel to Davao dtd. 10/9-11/2014; re: to attend the 2014 Intl. Conference on Public Admin. (staff devt)	14-09-1526	260			260		refunded per or#0003101 dated 1/29/2015
	6/19/2014	TAMAYO, WENDELL ADRIAN R.	Cash advance for travel to Cebu dtd. 6/25-30/2014. re: Conduct of Regional Consultation/Discussion on the Phil. Governance Philosophy.	14-06-0897	4320			4,320.00		refunded per or#0003053 dated 1/23/2015
2. Foreign Travel					19,570.00	3,520.00	9,410.00	6,640.00	0.00	
						3,520.00	9,410.00	6,640.00		

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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	9/12/2014	APARRI, RUPERTO III O.	Cash advance. Pre-travel allowance to France dtd. 9/15-26/2014. re: To attend signing of MOA with Ecole National D Admin. as part of the deliverables during Pres. Aquino's visit to France, & discussion of actual programs. (staff devt)	14-09-0643	950.00			950		refunded per or#0002901 dated 1/9/2015
	12/11/2014	CAJES, ALAN S.	[Cash Advance Foreign Travel] [12/15/14] to [12/20/14] [UNEP Solid Waste Mngr Training] [Japan]	14-12-0466	2,570.00	2,570.00				refunded per or#0003095 dated 1/28/2015
	11/6/2014	DAZ, LYNDON PAUL R.	[Cash Advance Foreign Travel] [11/07/14] to [11/16/14] [Meeting with ASEAN Secretariat, Indonesian Officials and Filipino Expatriates] [Jakarta, Indonesia]	14-11-0261	2,320.00		2,320.00			refunded per or#0003217 dated 2/10/2015
	10/8/2014	DE ARMAS, MONINA AGRIFINA R.	[Cash Advance Foreign Travel] [10/18/14] to [10/25/14] [Conference on Public Admin AND Gov- EROPA] [Hanoi, Vietnam]	14-10-0277	1,620.00			1,620.00		refunded per or#0002982 dated 1/22/2015
	11/7/2014	KALAW, ANTONIO D. JR.	[Travelling Expenses-Foreign] [11/10/14] to [10/16/14] [PMDP Sec Batch 3] [Jakarta]	14-11-0416	2,200.00		2,200.00			refunded per or#0003125/or#0002838 dated 1/7/2015
	11/27/2014	KALAW, ANTONIO D. JR.	[Cash Advance Foreign Travel] [11/30/14] to [12/06/14] [APO study mission to a non-member country on business and service model of NPOs] [Houston Texas USA]	14-11-1574	950.00		950			refunded per or#0002838 dated 1/7/2015

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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	9/12/2014	KALAW, ANTONIO D. JR.	Cash advance. Pre-travel allowance to France dtd. 9/15-26/2014. re: To attend signing of MOA with Ecole National D Admin. as part of the deliverables during Pres. Aquino's visit to France, & discussion of actual programs. (staff devt)	14-09-0642	950.00			950		refunded per or#0002787 dated 1/7/2015
	11/6/2014	LEGASPI, DENNIS C.	[Cash Advance Foreign Travel] [11/07/14] to [11/16/14] [Meeting with ASEAN Secretariat, Indonesian Officials and Filipino Expatriates] [Jakarta, Indonesia]	14-11-0260	2,320.00		2,320.00			refunded per or#0003218 dated 2/10/2015
	9/12/2014	MENDOZA, MAGDALENA L.	Cash advance.- Travel tax & pre-travel allowance. re: To attend the Country Focused Training on Knowledge Based Mngt. for ASEAN to be held in Tokyo, Japan on 9/23-10/02/2014. (staff devt.)	14-09-0569	3,120.00			3,120.00		refunded per or#0003080 dated 1/26/2015
	11/10/2014	MERCADO, GLORIA J.	[Cash Advance Foreign Travel] [11/12/14] to [11/18/14] [2014 Intl. Conference on Asia Pacific] [Kaohsiung]	14-11-0516	1,620.00		1,620.00			refunded per or#0003216 dated 2/10/2015
	12/11/2014	TABUNDA, CARLOS JR. C.	[Cash Advance Foreign Travel] [12/16/14] to [12/18/14] [UNEP Solid Waste Mngt Training] [Vietnam]	14-12-0465	950.00	950				refunded per or#0003225 dated 2/11/2015

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Agency Name: Development Academy of the Philippines  
Agency Code : \_\_\_\_\_

Book No: \_\_\_\_\_  
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Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
3. Special Activities/Projects					62,496.63	21,062.99	32,711.75	8,721.89	-	
	11/21/2014	BARAWIDAN, ANATALIA SD	[Cash Advance Specific] [DAP 2014 Christmas Celeb] [1/30/15]	14-11-1297	1,296.69		1,296.69			refunded per or#0002973 dated 1/21/2015
	12/11/2014	CAJES, ALAN S.	[Cash Advance Specific] [CSHD Team bldg] [Liquidation date 1/15/15]	14-12-0486	259.12	259.12				refunded per or#0003023 dated 1/27/2015
	12/18/2014	CRUZ, GERALD Y.	[Cash Advance Specific] [Provincial Consultation o the Phil Governance Philosophy] [Liquidation date 12/23/14]	14-12-1037	592.00	592				refunded per or#0002844 dated 1/8/2015
	12/3/2014	DENACO, JOCELYN Y.	[Cash Advance Specific] [DAP Pasig 2014 Christmas Celeb] [1/30/15]	14-12-0157	15,211.87	15,211.87				refunded per or#0003113 dated 2/2015
	4/29/2014	DENACO, JOCELYN Y.	Cash advance for Specific Purpose. For Function & GSPDM Grad. (deadline of liq.- 5/09/2014)	14-04-1184	51.39			51.39		refunded per or#0003143 dated 2/5/2015
	12/18/2014	MARAYAG, LERMA D.	[Cash Advance Specific] [Fireworks for Yr end Celeb of DAPCC for 2015] [Liquidation date 1/10/15]	14-12-1062	5,000.00	5,000.00				refunded per or#0002786 dated 1/7/2015
	11/19/2014	MENDOZA, MA. SABRINA G.	[Cash Advance Specific] [DAP 2014 Christmas celeb] [1/30/15]	14-11-1096	26,205.00		26,205.00			refunded per or#0003005 dated 1/21/2015
	9/10/2014	SERRANO, MA. TERESA A.	Cash advance for Specific Purpose. Wshop & Conf. (meals); accommodation & transpo. of the PPA Field Team Luzon, Visayas & Mindanao. (deadline of liq.- 10/25/2014)	14-09-0490	8,670.50			8,670.50		refunded per or#0002930 dated 1/15/2015

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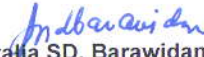
Agency Name: Development Academy of the Philippines  
Agency Code : \_\_\_\_\_

Book No: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
Account Code: \_\_\_\_\_

Name	Date CA granted	Employee name	Particulars	Reference	Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	11/13/2014	VERTUCIO, ERODITH A.	[Cash Advance Specific] [DSM Team bldg] [11/30/14]	14-11-0792	5,210.06		5,210.06			refunded per or#0007417 dated 1/28/2015

Certified Correct:

Approved by:

  
Anatalia SD. Barawidan  
Head, Accounting Office

  
Antonio D. Kalaw, Jr.  
Agency Head

Verified by:

Rebecca Y. Ragsag  
State Auditor V/Supervising Auditor

Date Submitted: \_\_\_\_\_

Note: This Report on Ageing of Cash Advances shall be submitted by the agency directly to COA. COA shall provide the IATF the list of Departments/ Agencies that are compliant with this condition.



**Annex 3- Report on Ageing of Cash Advances**

**Schedule of Advances to Officers and Employees  
As of 31 December 2014  
(With Summary)**

Agency Name: Development Academy of the Philippines  
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Book No: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
Account Code: \_\_\_\_\_

Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				Less than 30	31-60 days	61-365 days	Over 1 year	
<b>B. Advances to Regular Disbursing Officers - (102-400)</b>								
<b>1. Payroll</b>								
			<b>355,729.71</b>	<b>203,777.51</b>	<b>59,308.20</b>	<b>92,644.00</b>	<b>-</b>	
	DENACO, JOCELYN Y. / Refund- Year end adjustment for CY 2013.	BUS/JEV14-03-0773	7,644.00			7,644.00		refunded per OR#0000326 dtd 5/14/14
	DENACO, JOCELYN Y. / Payroll of Performance Based Bonus for CY 2013.	BUS/JEV14-10-0084	85,000.00			85,000.00		refunded per OR#0002940 dtd 1/20/15
	DENACO, JOCELYN Y. / [Payroll-Cash gift and half of 13th mo pay] [2014]	BUS/JEV14-11-0952	59,308.20		59,308.20			refunded per OR#0002939 dtd 1/20/15
	DENACO, JOCELYN Y. / [SC 2013] [DAP Pasig] [Non-Plantilla Based Personnel]	BUS/JEV14-12-0798	1,962.74	1,962.74				refunded per OR#0002936 dtd 1/20/15
	DENACO, JOCELYN Y. / [FPA 2013] [Separatees]	BUS/JEV14-12-0799	194,814.77	194,814.77				refunded per OR#0002941 dtd 1/20/15
	DENACO, JOCELYN Y. / [Service Charge Token 2013]	BUS/JEV14-12-0854	2,000.00	2,000.00				refunded per OR#0002937 dtd 1/20/15
	DENACO, JOCELYN Y. / [PEI] [2014]	BUS/JEV14-12-1262	5,000.00	5,000.00				refunded per OR#0002942 dtd 1/20/15
<b>2. Seminar/Conference</b>								
			<b>21,274.50</b>	<b>21,274.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	

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Annex 3- Report on Ageing of Cash Advances

Schedule of Advances to Officers and Employees  
As of 31 December 2014  
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Book No: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
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Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				Less than 30	31-60 days	61-365 days	Over 1 year	
	DENACO, JOCELYN Y. / [Payroll-Transpo Allowance] [12/01/14] to [12/04/14] [MPM-LGD Class]	BUS/JEV14-12-2002	21,274.50	21,274.50				refunded per OR#0003089 dtd 1/27/15 - P21,118.00 & OR#0003131 dtd 2/3/15 - P156.50
<b>3. Expenses</b>			-	-	-	-	-	
			-					
<b>TOTALS:</b>			<b>377,004.21</b>	<b>225,052.01</b>	<b>59,308.20</b>	<b>92,644.00</b>	-	

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