

**Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of 31 December 2013**

ANNEX 8

Agency Name: Development Academy of the Philippines

Book No: \_\_\_\_\_

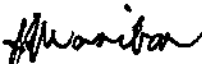
Agency Code : \_\_\_\_\_

Account Title: \_\_\_\_\_

Account Code: \_\_\_\_\_

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>224,074.59</b>	<b>198,947.32</b>	<b>25,094.22</b>	<b>33.00</b>	<b>0.05</b>	
1. Local Travel			33,604.00	32,645.50	955.50	3.00		
2. Foreign Travel			9,552.50	6,982.50	2,570.00		-	
3. Special Activities/Projects			180,918.09	159,319.32	21,568.72	30.00	0.05	
<b>B. Advances to Regular Disbursing Officers - (102-400)</b>			<b>63,599.81</b>	<b>46,773.41</b>	<b>16,826.40</b>	-	-	
1. Payroll			63,599.81	46,773.41	16,826.40			
2. Seminar/Conference			-					
3. Expenses			-					
<b>TOTALS:</b>			<b>287,674.40</b>	<b>245,720.73</b>	<b>41,920.62</b>	<b>33.00</b>	<b>0.05</b>	

Certified Correct:

  
Angela R. Manikan  
Director, Finance & Administrative Office *mg*

Approved by:

  
Antonio D. Kalaw, Jr.  
Agency Head

Verified by:

  
Marissa V. Fajardo-Parifias  
COA Resident 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	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>JEV NO.'s</b>	<b>224,074.84</b>	<b>188,914.27</b>	<b>28,127.22</b>	<b>33.00</b>	<b>0.05</b>	
1. Local Travel								
	ABLAN, MA. ROSARIO-Cash advance. Travel tax & pre-travel allowance. re: To attend the Workshop on SMEs Prod. Measurement & Analysis for NPOs dtd. 11/26-28/2013. (staff devt.)	13-11-0769	750.00	750.00				Refunded per or#8172619 dated 1/11/14
	ALCON, HOMER-Cash advance for travel to Clark dtd. 12/11-13/2013. re: To conduct training workshop on ISO 9001:2008. Reqts. & QMS Docs. Modif. for Air force.	13-12-0430	400.00	400.00				Refunded per or#8172574 dated 1/6/14
	ALIP, PAZ RESURRECCION-CA for travel to Lanao Del Norte dated 8/9-13/2013. Guarantor: Alan Cajes; re: Attend the training on Facilitation & Presentation Skills.	13-09-0140	3.00			3.00		Refunded per or#8172780 dated 1/29/14
	ANDAYON, JULIE-Cash advance for travel to Cebu dtd. 12/18/2013. guarantor: Carlos Sayco Jr. re: Assist in the implementation of GP Needs Assessment Workshop	13-12-0565	300.00	300.00				Refunded per or#8172653 dated 1/14/14
	CAJES, ALAN-Cash advance for travel to Zamboanga dtd. 11/27-29/2013. re: Strengthening Advocacy of Lumads in Govt.	13-11-1248	100.00	100.00				Refunded per or#8172647 dated 1/16/14
	CALJEN, IMELDA-Cash advance for travel to Cebu dtd. 12/4-5/2013. re: to present RBPMS Implementation to PAGBA.	13-12-0062	520.00	520.00				cancelled for jv Jan 2014
	CAMPOS, CHRISTINA-Cash advance for travel to Naga dtd. 11/21-26/2013. guarantor: Amel Abanto; re: Courtesy Call to provincial & municipal authorities & ocular of possible immersion sites for the batch 3 of the PMDP-MMC.	13-11-0869	43.00	43.00				Refunded per or#8172573 dated 1/6/14
	Cash advance for travel to Naga dtd. 12/10-15/2013. re: PMDP MMC- batch 3 Sensing Journey.	13-12-0550	2,420.00	2,420.00				Refunded per or#8172717 dated 1/16/14
	CASTILLO, ARLENE-Cash advance for travel to Begulo dtd. 11/25-28/2013. re: Conduct training course on IQA.	13-11-1236	5.00	5.00				Refunded per or#8172778 dated 1/29/14

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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>JEV NO.'s</b>	<b>224,074.84</b>	<b>198,914.27</b>	<b>25,127.22</b>	<b>33.00</b>	<b>0.05</b>	
	DELA PAZ, LEONORA-Cash advance for travel to Bacolod dtd. 10/13-18/2013. re: To attend the Convention seminar of AGAP entitled "The Challenge Financial Managers Must Face". (staff devt.)	13-10-0449	138.00		138.00			Refunded per or#8172824 dated 1/2/14
	ESTUDILLO, NINA-Cash advance for travel to Cebu dtd. 12/18/2013. guarantor: Carlos A. sayco Jr.; re: Facilitate the GP Needs Assessment Workshop.	13-12-0600	200.00	200.00				Refunded per or#8172741 date 1/21/14
	FERRER, JENALYN-Cash advance for travel to Naga dtd. 11/21-26/2013. re: Courtesy Call to provincial & municipal authorities & ocular of possible immersion sites for the batch 3 of the PMDP-MMC.	13-11-0871	250.00	250.00				Refunded per or#8172571 dated 1/6/14
	GENERAO, ALMA BELLA-Cash advance for travel to Davao & Tagum dtd. 11/18-12/17/2013. guarantor: Alan Cejes; re: Coaching & mentoring and component 5A.	13-11-0908	2,010.00	2,010.00				Refunded per or#0171518 dated 1/16/14
	MARAYAG, LERMA-Cash advance for travel to Bacolod dtd. 10/13-18/2013. re: To attend the Convention seminar of AGAP entitled "The Challenge Financial Managers Must Face". (staff devt.)	13-10-0450	820.00		820.00			Refunded per or#8172802 dated 1/23/14
	MARQUEZ, LEAH LINA-Cash advance for travel to Lanao del Norte dtd. 12/18-20/2013. re: Coaching Session on HRD Plan Devt.	13-12-0542	150.00	150.00				Refunded per or#8172646 dated 1/15/14
	MARTIN, JAY-Cash advance for travel to Naga dtd. 11/21-26/2013. re: Courtesy Call to provincial & municipal authorities & ocular of possible immersion sites for the batch 3 of the PMDP-MMC.	13-11-0868	100.00	100.00				Refunded per or#8172572 dated 1/6/14
	MENDOZA, MAGDALENA-Cash advance for travel to Davao dtd. 12/11-12/2013. re: Conduct training for the IPMR; Jica Bangsamoro Transition Commission Forum.	13-12-0441	680.00	680.00				Refunded per or#8172632 dated 1/13/14
	PELAYO, JENNIFER-Cash advance for travel to Davao & Tagum dtd. 11/17-12/16/2013. guarantor: Alan Cejes; re: Coaching & mentoring and component 5A	13-11-0907	4,392.00	4,392.00				Refunded per or#0171511 dated 1/2/14

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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>JEV NO.'s</b>	<b>224,074.84</b>	<b>198,914.27</b>	<b>28,127.22</b>	<b>33.00</b>	<b>0.05</b>	
	PERFECTO, MA. CONSTANTE-Cash advance for travel to Lanao del Norte dtd. 12/18-20/2013. re: Coaching Session on HRD Plan Devt.	13-12-0543	25.00	25.00				Refunded per or#8172645 dated 1/15/14
	RADOC, JEAN-Cash advance for travel to Tagum City dtd. 11/18-12/17/2013. re: Component 4: Coaching & Mentoring & Component 5a. Final Presentation of Draft HRD Plan.	13-11-1021	3,514.00	3,514.00				Refunded per or#0171515 dated 1/8/14
	RASCO, MA. ESPERANZA-Cash advance for travel to Davao & Tagum dtd. 11/18-12/17/2013. guarantor: Alan Cajes; re: Coaching & mentoring and component 5A.	13-11-0910	12,600.00	12,600.00				Refunded per or#0171513 dated 1/2/14
	SAGAPAN, MARY-Cash advance. Travel tax & pre-travel allowance. re: To attend the APO Training & Trainers & Consultants in Green prod. in Malaysia dtd. 11/10-12/07/2013. (staff devt.)	13-11-0044	950.00	950.00				due on feb 2014 (60 days) for foreign travel
	SALAZAR, ANTHONY-Cash advance for travel to Cebu dtd. 10/16-18/2013. re: To conduct survey & doc. review.	13-10-0718	0.50		0.50			Refunded per or#8172777 dated 1/29/14
	SAYCO, CARLOS-Cash advance for travel to Iloilo dtd. 12/10-11/2013. re: conduct meetings w/ Organic Farmers Assoc. & other stakeholders in connection with the Research on Gp Implementation & needs assessment.	13-12-0147	2,120.00	2,120.00				due on jan 2014 (30 days) for local travel
	SAYSON, JOEBERT-CA - Travel (per diem to Mla-Naga-Camsur 12/4-11/2013- Guarantor - Ms Imelda Celuen).	13-11-1719	1,083.50	1,083.50				Refunded per or#8172721 dated 1/17/14
	SORIANO, JONAS-Cash advance for travel to Dumaguete dtd. 3/17-20/2013. re: To assist & manage in the implementation run of the exec. classes of the LEDP.	13-03-0481	30.00			30.00		Refunded per or#8172829 dated 1/1/14
<b>2. Foreign Travel</b>								
	CAJES, ALAN-Cash advance. DSA, travel tax & pre-travel allowance. re: To attend the Electricity Gov. Training Initiative Meeting of WRI in Cape Town, South Africa dtd. 9/23-28/2013. (staff devt.)	13-09-0941	2,570.00		2,570.00			Refunded per or#8172834 dated 1/30/14

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Name	Particulars	Reference	Total Amount	Amount Due				Remarks
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<b>A. Advances for Special Purposes (151-100)</b>		<b>JEV NO.'s</b>	<b>224,074.64</b>	<b>188,814.27</b>	<b>26,127.22</b>	<b>33.00</b>	<b>0.05</b>	
	EPARWA, CHRISTIAN-Cash advance. Travel tax & pre-travel allowance. re: To attend the APO Best Practices in Green Prod. in Agri. in Tehran, Iran dtd. 12/06-12/2013. (staff devt.)	13-11-0977	42.50	42.50				Refunded per or#8172528 dated 1/3/14
	FURIGAY, RITCHELL-Cash advance. Travel tax & pre-travel allowance. re: To attend the APO training course on Devt. of Prod. Practitioners Advanced Prog. in Malaysia dtd. 11/17-12/07/2013. (staff devt.)	13-11-0125	700.00	700.00				Refunded per or#8172544 dated 1/6/14
	MERCADO, GLORIA-Cash advance. Travel tax & pre-travel allowance; re: To attend the APO top Mngt. Forum in Korea dtd. 12/18-20/2013. (staff devt.)	13-12-0719	3,120.00	3,120.00				due on feb 2014 (60 days) for foreign travel
	SOLOMON, MARITESS-Cash advance. Travel tax & pre-travel allowance. re: To attend the APO Advanced Training for Green Prod. in Tokyo, Japan dtd. 12/08-14/2013. (staff devt.)	13-11-0976	3,120.00	3,120.00				due on feb 2014 (60 days) for foreign travel
<b>3. Special Activities/Projects</b>								
	BOLANTE, TRYGVE-Cash advance for Specific Purpose. GCG Accreditation as a Training Provider.	13-12-1250	10,000.00	10,000.00				Refunded per or#8172823 dated 1/29/14
	CAJES, ALAN-To defray expenses to be incurred in the profiling activity and meetings in selected LGU for the month of October 2013 for project E-trike DOH - deadline for liq - Nov 8, 2013.	13-10-0693	57,688.92	57,688.92				Refunded per or#8172563 dated 1/2/14-25,000/or#8172700 dated 1/22/14-10,000&or#8172904 dated 2/6/14-22,688.92
	DE ARMAS, MONINA-Cash advance for Specific Purpose. Conferment of Sen. Vicente Paterno & Fr. Georges Piron. (deadline of liq.- 9/26/2013)	13-09-0507	4,540.50		4,540.50			Refunded per or#8172830 dated 1/30/14
	MENDOZA, MAGDALENA-Cash advance for Specific purpose. For the PMDP Sensing Journey. (deadline of liq- 12/31/2013)	13-12-0011	36,989.03	36,989.03				Refunded per or#8172773 dated 1/28/14

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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>JEV NO.'s</b>	<b>224,074.54</b>	<b>188,914.27</b>	<b>25,127.22</b>	<b>33.00</b>	<b>0.05</b>	
	SERRANO, MA. THERESA-Cash advance for Specific Purpose. To defray emergency expenses to be incurred in the profiling activities to be held on several LGUs for the period 11/01-12/31/2013. (deadline of liq.- 1/06/2014)	13-11-0643	54,641.32	54,641.32				Refunded per or#8172905 dated 2/6/14
	VERTUCIO, ERODITH-Cash advance for Specific Purpose. To defray various expenses for the conduct of training needs assessment for the implementation of the capacity development for LGUs & private sector in PPP projects in agriculture.(deadline of liq-10/31/2013)	13-10-0027	17,058.22		17,058.22			Refunded per or#0171517 dated 1/10/14-843b & or#0171508 dated 1/2/14-16,215.22
	VERTUCIO, ERODITH-Cash advance for specific purpose. To defray various expenses for the Comp. pilot intervention plan against gender violence in CARAGA for helath sector & security.	11-04-0393	0.05			-	0.05	Refunded per or#8172779 dated 1/29/14
<b>TOTALS</b>			<b>224,074.54</b>	<b>198,914.27</b>	<b>25,127.22</b>	<b>33.00</b>	<b>0.05</b>	

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

**Schedule of Advances to Officers and Employees  
As of 31 December 2013  
(With Summary)**

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

Book No: \_\_\_\_\_  
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Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>B. Advances to Regular Disbursing Officers - (102-400)</b>								
<b>1. Payroll</b>								
			<b>63,599.81</b>	<b>46,773.41</b>	<b>16,826.40</b>	<b>-</b>	<b>-</b>	
	DENACO, JOCELYN Y. / Payroll of the 2nd half of 13th mon. pay & cash gift. Liquidated per JEV#13-12-2894.	BUS/JEV13-11-1428	16,826.40		16,826.40			Refunded per OR#8172712 dtd 1/16/14
	DENACO, JOCELYN Y. / FPA for CY 2012-Separatees. Liquidated per JEV#13-12-2885.	BUS/JEV13-12-0547	39,980.78	39,980.78				Refunded per OR#8172550 dtd 1/7/14
	DENACO, JOCELYN Y. / SC for CY 2012-(Pasig). Liquidated per JEV#13-12-3280.	BUS/JEV13-12-0548	5,573.92	5,573.92				Refunded per OR#8172908 dtd 2/6/14
	DENACO, JOCELYN Y. / Payroll for the Year End Cash gift- CY 2013. Liquidated per JEV#13-12-2891.	BUS/JEV13-12-1500	755.44	755.44				Refunded per OR#8172711 dtd 1/16/14
	DENACO, JOCELYN Y. / Honoraria differential of DAP NOPs for the period 12/11-25/2013. With liquidation dtd 2/6/14.	BUS/JEV13-12-2668	463.27	463.27				With liquidation dtd 2/6/14. For JEV - Feb 2014
			-					
<b>2. Seminar/Conference</b>								
			-	-	-	-	-	
			-					
<b>3. Expenses</b>								
			-	-	-	-	-	
			-					
			-					
<b>TOTALS:</b>			<b>63,599.81</b>	<b>46,773.41</b>	<b>16,826.40</b>	<b>-</b>	<b>-</b>	