

Local/National/Corporate Government Sector

Cluster : _____

Audit Group: _____

Audit Team: _____

Name of Agency: Sablavan Water District

Report: Aging Schedule of Unliquidated Cash Advances Granted Prior and Up to December 31, 2015

Name of Accountable Officer	Position/ Designation	Purpose of Cash Advance	Date Granted	Outstanding Cash Advance As of Nov. 15 2015	Adjustment in the Beg. Balance	CA granted for this Quarter	Liquidations made in this Quarter	Balance as of 12/31/15	Aging Cash Advance					Remarks
									less than 30 days	over 30 days but less than 1 year	1 to 5 years	Over 5 years		
123 (DUE FROM OFFICERS & EMPLOYEES)														
1 Toni Rose D. Bolario	Cashier	Collector's Fund	Jan. 5, 2015	Php 3,000.00			3,000.00	-						
2 Marilyn E. Cadapan	Admin. Serv. Chief C	C.A Manila-Seminar	Nov. 3, 2015	2,960.00			2,960.00	-						
3 Dorothy P. Pagatigan	Disbursing Officer	C.A Manila-Seminar	Nov. 3, 2015	2,960.00			2,960.00	-						
4 Bernard D. de Jesus	Water Res. Fac. Tender B	C.A Bat. & Manila	Nov. 9, 2015	4,620.00			4,620.00	-						
5 Edwin C. Dangupon	Water Res. Fac. Tender B	C.A Mamburao	Nov. 18, 2015	800.00			800.00	-						
6 Marilyn E. Cadapan	Admin. Serv. Chief C	C.A San Jose	Nov. 20, 2015	800.00			800.00	-						
7 Maricel C. Cosme	Admin. Serv. Asst. C	C.A San Jose	Nov. 20, 2015	800.00			800.00	-						
8 Michael U. Quinatadoc	Admin. Serv. Asst. B	C.A San Jose	Nov. 20, 2015	800.00			800.00	-						
9 Bernard D. de Jesus	Water Res. Fac. Tender B	C.A Manila & Batangas	Dec. 04, 2015	7,720.00			7,720.00	-						
10 Jose M. Abeleda, Jr.	General Manager	C.A Manila	Dec. 11, 2015	4,480.00			4,480.00	-						
Grand Total				Php	13,540.00	-	15,400.00	28,940.00	-	-	-	-	-	

Prepared by:

[Signature]
SHARON P. ESTACION
 Admn. Serv. Aide

Noted by:

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JOSE M. ABLEDA, JR.
 General Manager

Checked by:

[Signature]
MICHAEL D. QUINATADCAN
 Admn. Services Assistant B

Local/National/Corporate Government Sector

Cluster : _____


Audit Group: _____

Audit Team: _____

Name of Agency: Sablavan Water District

Report: Ageing Schedule of Unliquidated Cash Advances Granted Prior and Up to December 31, 2015.

Name of Accountable Officer	Position/ Designation	Purpose of Cash Advance	Date Granted	Outstanding Cash Advance As of Nov. 15 2015	Adjustment in the Beg. Balance	CA granted for this Quarter	Liquidations made in this Quarter	Balance as of 12/31/15	Ageing of Cash Advance					Remarks	
									less than 30 days	over 30 days but less than 1 year	1 to 5 years	Over 5 years			
103 (CASH DISBURSING OFFICER)															
1	Dorothy P. Pagrigan	Internet Expense	Nov. 18, 2015			799.00	799.00	-							
2	Dorothy P. Pagrigan	Over remitted taxes	Nov. 24, 2015			3,160.39	3,160.39	-							
3	Dorothy P. Pagrigan	Salaries - J.O & OT	Nov. 27, 2015			69,327.20	69,327.20	-							
4	Dorothy P. Pagrigan	End Year Cash Gift	Dec. 01, 2015			105,000.00	105,000.00	-							
5	Dorothy P. Pagrigan	Internet Expense	Dec. 10, 2015			2,200.34	2,200.34	-							
6	Dorothy P. Pagrigan	Christmas Party	Dec. 16, 2015			120,000.00	120,000.00	-							
7	Dorothy P. Pagrigan	Salaries - J.O & OT	Dec. 16, 2015			96,185.31	96,185.31	-							
8	Dorothy P. Pagrigan	PRAISE Monetary Award	Dec. 18, 2015			12,000.00	12,000.00	-							
9	Dorothy P. Pagrigan	3 bkts. LBP Check	Dec. 28, 2015			1,080.00	1,080.00	-							
10	Dorothy P. Pagrigan	Salaries - J.O & OT	Dec. 29, 2015			62,255.68	62,255.68	-							
Grand Total						472,007.92	472,007.92	-	-	-	-	-	-	-	-

Prepared by: 
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JOSE M. ABELLEJA, JR.
 General Manager

Checked by: 
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