

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**.

123 (DUE FROM OFFICERS & EMPLOYEES)	Name of Accountable Officer	Position/ Designation	Purpose of Cash Advance	Date Granted	Outstanding Cash Advance As of Oct. 01 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
1	Toni Rose D. Bolario	Cashier	Collector's Fund	Jan. 5, 2015	3,000.00			3,000.00	-					
2	Ricky N. Urieta	Water Res. Fac. Tender B	SanPablo City Laguna	Sept. 11, 2015	8,220.00			8,220.00	-					
3	Alfredo P. Dacula	Utilities/Customer Ser. Asst.	SanPablo City Laguna	Sept. 11, 2015	3,120.00			3,120.00	-					
4	Marlyn E. Cadapan	Admin. Serv. Chief C	Manila-Seminar	Sept. 11, 2015	4,080.00			4,080.00	-					
5	Bernard D. de Jesus	Water Res. Fac. Tender B	San Jose	Sept. 2015		1,536.88		1,536.88	-					
6	Jose M. Abeleda, Jr.	General Manager	Manila	Oct. 2, 2015			8,360.00	8,360.00	-					
7	Bernard D. de Jesus	Water Res. Fac. Tender B	Bat. & Manila	Oct. 2, 2015			6,720.00	6,720.00	-					
8	Edwin C. Dangupon	Water Res. Fac. Tender B	Mamburao	Oct. 13, 2015			800.00	800.00	-					
9	Joey C. Mateo	Water Res. Fac. Tender B	San Jose	Oct. 26, 2015			3,400.00	3,400.00	-					
10	Marlyn E. Cadapan	Admin. Serv. Chief C	Manila-Seminar	Nov. 4, 2015			2,960.00	2,960.00	-					
11	Dorothy P. Pagarigan	Disbursing Officer	Manila-Seminar	Nov. 4, 2015			2,960.00	2,960.00	-					
12	Bernard D. de Jesus	Water Res. Fac. Tender B	Bat. & Manila	Nov. 4, 2015			4,620.00	4,620.00	-					
13	Edwin C. Dangupon	Water Res. Fac. Tender B	C/A Mamburao	Nov. 18, 2015			800.00	800.00	-					
14	Marlyn E. Cadapan	Admin. Serv. Chief C	C/A San Jose	Nov. 20, 2015			800.00	800.00	-					
15	Marcel C. Cosme	Admin. Serv. Asst. C	C/A San Jose	Nov. 20, 2015			800.00	800.00	-					
16	Michael U. Quinatad	Admin. Serv. Asst. B	C/A San Jose	Nov. 20, 2015			800.00	800.00	-					
17	Bernard D. de Jesus	Water Res. Fac. Tender B	C/A Manila & Batangas	Dec. 04, 2015			7,720.00	7,720.00	-					
18	Jose M. Abeleda, Jr.	General Manager	C/A Manila	Dec. 11, 2015			4,480.00	4,480.00	-					
<b>Grand Total</b>					<b>Php</b>	<b>18,420.00</b>	<b>1,536.88</b>	<b>45,220.00</b>	<b>65,176.88</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Prepared by:

  
**SHARON P. ESTACION**  
 Admin. Serv. Aide

Noted by:

  
**JOSE M. ABELEDA, JR.**  
 General Manager

  
**MICHAEL U. QUINATADCAN**  
 Admin. Services Assistant B

Checked by:

Local/National/Corporate Government Sector  
 Cluster: \_\_\_\_\_  
 Audit Group: \_\_\_\_\_  
 Audit Team: \_\_\_\_\_  
 Name of Agency: Sablayan 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 Oct. 01 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	
<b>103 (CASH DISBURSING OFFICER)</b>													
1 Dorothy P. Pagarigan	Disbursing Officer	Internet Exp.	Oct. 15, 2015			799.00	799.00	-					
2 Dorothy P. Pagarigan	Disbursing Officer	Salary-J/Overtime	Oct. 15, 2015			84,901.75	84,901.75	-					
3 Dorothy P. Pagarigan	Disbursing Officer	Snacks-Staff Meeting	Oct. 16, 2015			1,000.00	1,000.00	-					
4 Dorothy P. Pagarigan	Disbursing Officer	Salary-J/Overtime	Oct. 30, 2015			71,002.83	71,002.83	-					
5 Jose M. Abeleda, Jr.	General Manager	End Year Bonus	Nov. 3, 2015			159,144.50	159,144.50	-					
6 Dorothy P. Pagarigan	Disbursing Officer	Reg. Fee - LTO	Nov. 4, 2015			2,496.50	2,496.50	-					
7 Dorothy P. Pagarigan	Disbursing Officer	Snacks-Staff Meeting	Nov. 4, 2015			1,000.00	1,000.00	-					
8 Dorothy P. Pagarigan	Disbursing Officer	Salary-J/Overtime	Nov. 13, 2015			75,964.73	75,964.73	-					
9 Dorothy P. Pagarigan	Disbursing Officer	Internet Expense	Nov. 18, 2015			799.00	799.00	-					
10 Dorothy P. Pagarigan	Disbursing Officer	Over remitted taxes	Nov. 24, 2015			3,160.39	3,160.39	-					
11 Dorothy P. Pagarigan	Disbursing Officer	Salaries - J.O & OT	Nov. 27, 2015			69,327.20	69,327.20	-					
12 Dorothy P. Pagarigan	Disbursing Officer	End Year Cash Gift	Dec. 01, 2015			105,000.00	105,000.00	-					
13 Dorothy P. Pagarigan	Disbursing Officer	Internet Expense	Dec. 10, 2015			2,200.34	2,200.34	-					
14 Dorothy P. Pagarigan	Disbursing Officer	Christmas Party	Dec. 16, 2015			120,000.00	120,000.00	-					
15 Dorothy P. Pagarigan	Disbursing Officer	Salaries - J.O & OT	Dec. 16, 2015			96,185.31	96,185.31	-					
16 Dorothy P. Pagarigan	Disbursing Officer	PRAISE Monetary Award	Dec. 18, 2015			12,000.00	12,000.00	-					
17 Dorothy P. Pagarigan	Disbursing Officer	3 bkts. LBP Check	Dec. 28, 2015			1,080.00	1,080.00	-					
18 Dorothy P. Pagarigan	Disbursing Officer	Salaries - J.O & OT	Dec. 29, 2015			62,255.68	62,255.68	-					
<b>Grand Total</b>					<b>Php</b>	<b>868,317.23</b>	<b>868,317.23</b>	<b>-</b>					

Prepared by: Sharon P. Estacion  
 Admin. Serv. Aide

Noted by:

Jose M. Abeleda, Jr.  
 General Manager


Checked by: Michael D. Quinatadcan  
 Admin. Services Assistant B

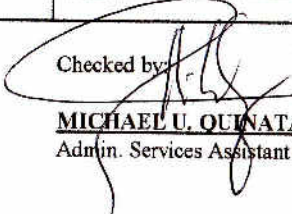
**SABLAYAN WATER DISTRICT**  
Sablayan , Occidental Mindoro

List of Officials and Employees With Outstanding Cash Advances of P50,000 and Above Aged 30 Days or Over from  
Due Date of Liquidation per COA Circular No. 97-002 and Status of Submission of Required Documents per COA Memorandum No. 2004-014  
As of December 31, 2015

No.	Name/Designation	Outstanding Balance as of end of the quarter	Date of Cash Advance	Purpose of Cash Advance	Due Date of Liquidation	Age from Due Date of Liquidation	Status of Submission of Following Documents (Pls. Check)					Remarks
							of Cash Advance/ Liquidation	Demand Letter	Certified Copy of Voucher	Certified Copy of Paid Check	Narrative Report	
<b>NONE</b>												
<b>GRAND TOTAL</b>												

Prepared by:   
**SHARON P. ESTACION**  
Admin. Serv. Aide

Noted by:  
  
**JOSE M. ABELADA, JR.**  
General Manager

Checked by:   
**MICHAEL U. QUINATADCAN**  
Admin. Services Assistant B