

Report on Ageing of Cash Advances
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
 As of September 30, 2015

GOCC Name: Occupational Safety and Health Center

Book No.: _____

Agency Code: _____

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	
A. Advances for Special Purposes									
1. Local Travel				83,159.00	70,709.00	4,680.00	7,930.00	(160.00)	
2. Foreign Travel				46,800.00			46,800.00		
3. Special Activities/Projects				90,000.00	90,000.00				revolving fund (petty cash)
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference									
3. Expenses				49,000.00	39,000.00	10,000.00	-	-	
TOTAL				268,959.00	199,709.00	14,680.00	54,730.00	(160.00)	

Certified Correct:

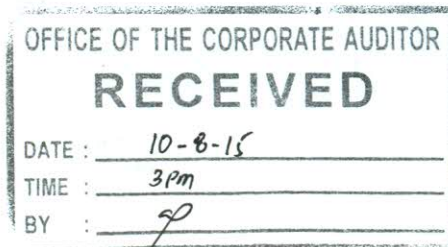
Approved by:


ENGR. JOSE MARIA S. BATINO

OIC-FAD/Deputy Executive Director


MA. TERESITA S. CUCUECO, MD, CESO III

Executive Director



Verified by:


JENNIFER C. CUSI

State Auditor IV

Occupational Safety & Health Center
 CASH ADVANCES SCHEDULE
 As of September 30, 2015

Name	Date of check	PARTICULARS	Check #	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
2. Special Activities/Projects									
Estillore, Rey	9-Jan-15	petty cash fund re OSHC programs and projects in Cebu operation	530553	20,000.00	20,000.00				
Patricia S. Cunanan	7-Jan-15	petty cash fund re OSHC programs and projects	530551	20,000.00	20,000.00				
Josephine Tamayo	7-Jan-15	petty cash fund re OSHC programs and projects	530552	30,000.00	30,000.00				
Christian Lee Jaguit	12-Feb-15	petty cash fund re OSHC programs and projects in Butuan operation	530720	5,000.00	5,000.00				
Mark James S. Andayog	12-Feb-15	petty cash fund re OSHC programs and projects in Legaspi operation	530722	5,000.00	5,000.00				
Marc Patrick C. Agno	26-Feb-15	petty cash fund re OSHC programs and projects in RO 4A operation	530809	5,000.00	5,000.00				
Jennifer B. Talo	5-Mar-15	petty cash fund re OSHC programs and projects in Davao operation	530838	5,000.00	5,000.00				
Sub-total				90,000.00	90,000.00	-	-	-	
B. Advances to Regular Disbursing Officer									
1. Payroll									
2. Seminar/Conference/Expenses									
Tandayu, Evelyn	24-Aug-15	CA re: materials for repair and maintenance of IH equipment	550157	10,000.00		10,000.00			
Dela Cruz, Joyce Ann	9-Sep-15	CA BOSH in Surigao City 9/14-18/15	550249	13,000.00	13,000.00				
Sacabon, Alex Marlo	15-Sep-15	CA CST in CDO 9/13-19/15	550281	26,000.00	26,000.00				
Sub-total				49,000.00	39,000.00	10,000.00	0.00	0.00	
GRAND-TOTAL CASH ADVANCES				268,959.00	199,709.00	14,680.00	54,730.00	(160.00)	

Prepared by:

Certified Correct:

Approved by:


MARIA S. JAYONA
 Budget Officer II


ENGR. JOSE MARIA S. BATINO
 OIC-FAD/Deputy Executive Director


MA. TERESITA S. CUCUECO, MD, CESO II
 Executive Director

Verified by:


JENNIFER C. CUSI
 State Auditor IV