

Report on Ageing of Cash Advances
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
AS OF MARCH 31, 2016

GOCC Name: Occupational Safety and Health Center

Agency Code: _____

OFFICE OF THE CORPORATE AUDITOR
RECEIVED
 DATE: 4-7-16
 TIME: _____
 BY: [Signature]

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				8,320.00	4,800.00		3,520.00		
2. Foreign Travel				1,500.00	-	1,500.00			
3. Special Activities/Projects				88,000.00			88,000.00		revolving fund (petty cash)
B. Advances to Regular Disbursing Officers									
1. Payroll				-	-	-	-		
2. Seminar/Conference				-	-	-	-		
3. Expenses				84,580.00	46,830.00	37,750.00			
TOTAL				182,400.00	51,630.00	39,250.00	91,520.00		

Prepared by: _____
 Certified Correct: _____

TERESITA V. VILLARINO
 Accountant II

PATRICIA S. CUNANAN
 Accountant III

Verified by: _____

JENNIFER C. CUSI
 State Auditor IV

Approved by: _____
MA. TERESITA S. CUCUECO, MD, CESO III
 Executive Director

Occupational Safety & Health Center
CASH ADVANCES SCHEDULE
 As of March 31, 2016

Name	Date of check	PARTICULARS	Check #	Total Amount	Amount Due				Remarks (State date of liquidation and reason)	LV NO.
					Less than 30 days	31-60 days	61-365 days	Over 1 year		
A. Advances for Special Purposes										
1. Local Travel										
Mark Patrick C. Agno	01.21.2016	Transpo & Per Diem for Safety Audit Training in CDO	568086	3,520.00			3,520.00			
Winnie a. Aguilar	03.28.2016	Transpo & Per Diem WEM in Davao	568458	2,400.00	2,400.00					
Erwin B. Manabat	03.28.2016	Transpo & Per Diem WEM in Davao	568459	2,400.00	2,400.00					
Sub-total				8,320.00	4,800.00		3,520.00			
2. Foreign Travel										
German D. Eser	02.23.2016	Pre-Travel Allowance for travel to China to attend Training Program for Enterprise Work Safety Standardization	568282	1,500.00		1,500.00				
Sub-total				1,500.00	-	1,500.00				
3. Special Activities/Projects										
Josephine C. Tamayo	01.11.2016	Petty Cash Revolving Fund	568033	30,000.00			30,000.00			
Teresita V. Villarino	01.18.2016	Petty Cash Revolving Fund	568066	20,000.00			20,000.00			
Christian Lee N. Jaguit	01.22.2016	Petty Cash Revolving Fund	568092	8,000.00			8,000.00			
Gines P. Timosa	01.19.2016	Petty Cash Revolving Fund	568068	20,000.00			20,000.00			
Jennifer B. Talo	02.24.2016	Petty Cash Revolving Fund	568285	5,000.00			5,000.00			
Marc Patric C. Agno	02.16.2016	Petty Cash Revolving Fund	568258	5,000.00			5,000.00			
Sub-total				88,000.00	-	-	88,000.00			
B. Advances to Regular Disbursing Officer										
1. Payroll										
2. Seminar/Conference/Expenses										
Mark James S. Andayog	02.27/02.03/2016	To defray necessary expenses for the 10th GKK 2016	568262	11,000.00		11,000.00				
Joy Reneeli C. Espinosa	02.03.2016	To defray necessary expenses for the 10th GKK 2016	568140	6,000.00		6,000.00				
Christian Lee N. Jaguit	02.10.2016	To defray necessary expenses for the 10th GKK 2016	568137	10,500.00		10,500.00				
Melveen M. Malocoton	02.03.2016	To defray necessary expenses for the 10th GKK 2016	568186	10,250.00		10,250.00				
Karen B. Matusalem	03.01.2016	To defray necessary expenses for the 10th GKK 2016	568138	2,250.00		2,250.00				
			568325	2,250.00		2,250.00				

Occupational Safety & Health Center
 CASH ADVANCES SCHEDULE
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Name	Date of check	PARTICULARS	Check #	Total Amount	Amount Due				Remarks	LV NO.
					Less than 30 days	31-60 days	61-365 days	Over 1 year		
Marc Patric C. Agno	03.07.2016	To defray necessary expenses for the 10th GKK Validation	568343	10,500.00	10,500.00					
Bryan Paul B. Paraiso	03.07.2016	To defray necessary expenses for the 10th GKK Validation	568348	2,860.00	2,860.00					
Dennis C. Aquino	03.16.2016	To defray necessary expenses for the 10th GKK Validation	568418	27,130.00	27,130.00					
Ramon B. Fernando	03.28.2016	To defray necessary expenses for the 10th GKK Validation	568457	4,090.00	4,090.00					
<i>Sub-total</i>				84,580.00	46,830.00	37,750.00	0.00			
GRAND-TOTAL CASH ADVANCES				182,400.00	51,630.00	39,250.00	91,520.00			

Prepared by:

[Signature]
 TERESITAY VILLARINO
 Accountant II

Certified Correct:

[Signature]
 PATRICIA S. CUNANAN
 Accountant III

Verified by:

[Signature]
 JENNIFER C. CUSI
 State Auditor IV *pd 4/4*

Approved by:

[Signature]
 MA. TERESITAS. CUCUECO, MD.
 Executive Director