

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

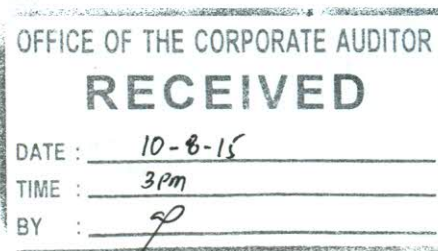

 MA. TERESITA S. CUCUECO, MD, CESO III

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	
A. Advances for Special Purposes									
1. Local Travel									
Timosa, Gines	6-May-14	PD CST & Orientation at Philphos Leyte Reg. 8 May 4-10, 2014	511408	(160.00)					(160.00)
Jaguit, Christian Lee	23-Apr-15	PD CST in Iligan City on 5/3-9/15	549414	300.00			300.00		
Andayog, Mark James	11-Jun-15	PD OSH Orientation and LMC Monitoring 7/1-4/15	549809	2,630.00			2,630.00		
Batino, Jose Maria	27-Jul-15	PD DOLE-Wide MYPA at Camiguin 7/29-30/15	549934	5,000.00			5,000.00		
Mercado, Ma Erica	27-Aug-15	PD TOT on OSH in Cebu City on 8/31/15-9/4/15	550161	4,680.00		4,680.00			
Dela Cruz, Joyce Ann	9-Sep-15	PD BOSH in Surigao City 9/14-18/15	550246	3,780.00	3,780.00				
Parafina, Charlene	10-Sep-15	PD BOSH in Surigao City 9/15-17/15	550259	2,980.00	2,980.00				
Andres, Ma. Teresa	10-Sep-15	PD CST in Surigao City 9/15-19/15	550260	4,680.00	4,680.00				
Blas, Lawrence	14-Sep-15	PD CST in CDO 9/13-19/15	550274	6,180.00	6,180.00				
Sacabon, Alex Marlo	14-Sep-15	PD CST in CDO 9/13-19/15	550275	6,180.00	6,180.00				
Estillore, Rey	17-Sep-15	PD Monitoring of BOSH OSHNet in Dumaguete 9/20-25/15	550296	6,194.00	6,194.00				
Soriano, Rey Jose	17-Sep-15	PD OSH Appreciation Quezon/Interview of OSH Practitioner	550303	10,010.00	10,010.00				
Timosa, Gines	17-Sep-15	PD CST Monitoring in Dumaguete City 9/13-19/15	550295	6,140.00	6,140.00				
Malapitan, Anna Lissa	18-Sep-15	PD WEM in Misamis Oriental 9/21-23/15	550307	1,740.00	1,740.00				
Tandayu, Evelyn	18-Sep-15	PD WEM in Misamis Oriental 9/21-23/15	550306	1,640.00	1,640.00				
Yasay, Grace Olga	18-Sep-15	PD WEM in Misamis Oriental 9/21-23/15	550305	1,840.00	1,840.00				
Eser, German Jr. D.	24-Sep-15	CA Meeting with OSHNet in Negros Oriental 9/25-26/15	550339	1,660.00	1,660.00				
Felix, Mark A.	22-Sep-15	PD WEM at Bataan 9/28-30/15	550315	1,800.00	1,800.00				
Gagula, Perolen H	22-Sep-15	PD BOSH OSHNet Monitoring in Gen San Sept 20-25, 2015	550310	4,485.00	4,485.00				
Melocoton, Melveen	29-Sep-15	RCC Family Day in Iloilo City	550352	8,000.00	8,000.00				
Pangindian, Christine Marie	22-Sep-15	PD WEM in Bataan 9/28-30/15	550313	1,600.00	1,600.00				
Zamudio, Annabelle	22-Sep-15	PD WEM in Bataan 9/28-30/15	550312	1,800.00	1,800.00				
Sub-total				83,159.00	70,709.00	4,680.00	7,930.00	(160.00)	
2. Foreign Travel									
Varela, Miguel	29-Apr-15	104th ILO Labor Conference May 31- June 13, 2015 Geneva Switzer	549437	46,800.00			46,800.00		
Sub-total				46,800.00	-	-	46,800.00	-	

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					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:


MARIA S. JAYONA
 Budget Officer II

Certified Correct:


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

Approved by:


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

Verified by:


JENNIFER C. CUSI
 State Auditor IV