Annex C

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
As of January 31, 2017

Name	Fund	Particulars	Reference No. (Check/LDDAP/ADA etc...)	Date	Amount Granted (NET)	Not Yet Due	Aging			
							1-30 days	31-60 days	61-90 days	Over 90 days
Janette T. Rañeses	F161	cash advance to purchase supplies for BPP training & assessment - 54 + 10	1357570	26-Jan-17	13,200.50	13,200.50				
					13,200.50	13,200.50	-			

Prepared by:

MA. LETICIA C. SALCEDO
Accountant I

Certified Correct by:

_____
Chief Accountant/Head of Accounting Unit

Noted by:

_____
Chief FMS/IMSD

Note: Maintain individual report for each of the following accounts:

Account Title	*Account Code*
1. Due from NGAs	*1-03-03-010-00*
2. Due from GOCCs	*1-03-03-020-00*
3. Due from LGUs	*1-03-03-030-00*
4. Due from Officers and Employees	*1-03-05-020-00*
5. Due from NGOs/POs	*1-03-05-030-00*
6. Advances for Operating Expenses	*1-99-01-010-00*
7. Advances for Payroll	*1-99-01-020-00*
8. Advances to Special Disbursing Officers	*1-99-01-030-00*
9. Advances to Officers and Employees	*1-99-01-040-00*

Specifications:

1. Excel Format: Saved as MS Excel 2003-2007 version;
2. 1 row for each record; no merging of cells;
3. Save name format: region abbreviation + report title e.g RO1CAdvancestoofficersandemployees