

Office: LUPON SCHOOL OF FISHERIES  
Aging of Outstanding Advances to Officers and Employees  
As of February 28, 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
Kristine Joy Culanggo	F161	Payment of cash advance supplies for housekeeping training & assessment mati campus	1357640	16-Feb-17	9,585.00	9,585.00				
Oliva Ramos	F101	Payment of cash advance for symposium on Human Trafficking	LDDAP ADA 101-02-005-2017	16-Feb-17	6,940.00	6,940.00				
					16,525.00	16,525.00	-			

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:

- Excel Format: Saved as MS Excel 2003-2007 version;
- 1 row for each record; no merging of cells;
- Save name format: region abbreviation + report title e.g RO1CAvancestoofficersandemployees