

Office: LUPON SCHOOL OF FISHERIES  
Aging of Outstanding Advances to Officers and Employees  
As of March 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 Rañeses	F161	Payment of cash advance for supplies of BPP assessment- La Filipina 157 students	1357731	21-Mar-17	15,646.00	15,646.00				
Kristine Joy Culanggo	F161	Payment of cash advance for bpp supplies- mati campus	1357740	28-Mar-17	6,619.00	6,619.00				
Estrella Toreta	F161	Payment of cash advance to purchase assessment supplies for endonela students	1357746	28-Mar-17	2,925.00	2,925.00				
Jereme M. Dalo	F101	Payment of cash advance for training expenses	LDDAP-ADA 101-03-007-2017	30-Mar-17	2,320.00	2,320.00				
Chrisdyll P. Pellejo	F101	Payment of cash advance for training expenses	LDDAP-ADA 101-03-007-2017	30-Mar-17	2,320.00	2,320.00				
<b>Totals</b>					<b>29,830.00</b>	<b>29,830.00</b>	-			

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