

Office: LUPON SCHOOL OF FISHERIES  
 Aging of Outstanding Advances to Officers and Employees  
 As of **May 31, 2018**

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
Anastacia G. Zulueta	101	Payment of tev cash advance - Industry Immersion on Aquaculture NC II @ Rizal on May 21-June 1, 2018	LDDAP ADA 101-05-004-2018	16-May-18	4,470.00	4,470.00				
Janette T. Rañeses	161	Payment of cash advance to purchase supplies for BPP	1484190	18-May-18	5,994.50	5,994.50				
Edgar Q. Manto	101	Payment of cash advance for traveling expenses - 5-Day TOT for the Safe, Installation, Service and Repair of Split Type Air-conditioning Systems on May 28-June 1, 2018 @ Taguig City	LDDAP ADA 101-05-006-2018	22-May-18	3,350.00	3,350.00				
<b>Totals</b>					<b>13,814.50</b>	<b>13,814.50</b>	-			

Prepared by:



**MAE ANN M. GUDES**  
Accountant I

Certified Correct by:

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Chief Accountant/Head of Accounting Unit

Noted by:

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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 RO1CAdvancesToOfficersandEmployees