

Office: LUPON SCHOOL OF FISHERIES  
 Aging of Outstanding Advances to Officers and Employees  
 As of August 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
Edgar Q. Manto	101	Cash advance for traveling expenses - 2018 TAGSANAY Award Candidates on Aug. 13-23 @TESDA CO, Taguig City	LDDAP ADA 08-001-2018	13-Aug-18	4,260.00	4,260.00				
Ruth R. Pundang	101	Cash advance for traveling expenses - awarding ceremony for TMOEYA 2018	LDDAP ADA 08-003-2018	17-Aug-18	3,300.00	3,300.00				
<b>Totals</b>					<b>7,560.00</b>	<b>7,560.00</b>	-			

Prepared by:



**MAE ANN M. GUDES**  
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;

3. Save name format: region abbreviation + report title e.g RO1CAdvancestoofficersandemployees