

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
As of September 30, 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
Milan Mile Avila	f161	Payment of cash advance for 2017 intrams	1394160	13-Sep-17	15,000.00	15,000.00				
Anastacia Zulueta	F161	Payment of cash advance to purchase supplies for fish processing training	1394164	13-Sep-17	2,716.00	2,716.00				
Cherry Aspiras	F161	Payment of cash advance for meals during the conduct of Star Rating	1394169	13-Sep-17	11,424.10	11,424.10				
Janette Rañeses	F161	Payment of cash advance to purchase supplies for BPP training & walk in assessment	1394187	19-Sep-17	10,760.50	10,760.50				
Ma. Leticia Salcedo	F161	Payment of cash advancer for TESDA Post Anniversary	1394189	19-Sep-17	63,360.00	63,360.00				
Kristine Joy Culanggo	F101	Payment of cash advance for the conduct of CBTED for Mati Campus	LDDAP-ADA 101-09-003-2017	19-Sep-17	1,989.30	1,989.30				
Estrella Toreta	F101	Payment of cash advance for travel 9/24-28/17	LDDAP-ADA 101-09-003-2017	19-Sep-17	3,390.00	3,390.00				
Nora S. Malatamban	F161	Payment of cash advance to purchase training supplies for STEP	1394204	28-Sep-17	7,200.00	7,200.00				
Totals					115,839.90	115,839.90	-			

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. <i>Advances to Officers and Employees</i>	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 R01CAdvancestoofficersandemployees