

Office: LUPON SCHOOL OF FISHERIES
 Aging of Outstanding Advances to Officers and Employees
 As of October 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
Chrisdyll Pellejo	F161	Payment of cash advance for Oct 5-8 function @ main campus	1394214	3-Oct-17	9,065.00	9,065.00				
Carmen Sabandal	F161	Payment of cash advance to purchase materials for production of bangus in oil	1394218	3-Oct-17	9,196.00	9,196.00				
Oliva Ramos	F161	Payment of cash advance to purchase supplies for Regional Skills Competition on Nov. 5-6, 2017	1394232	24-Oct-17	12,217.00	12,217.00				
Georgita Ales	F161	Payment of cash advance for the accommodation of Star Rating Awards on Oct. 27, 2017	1394244	25-Oct-17	31,808.00	31,808.00				
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						-				
						-				
						-				
						-				
						-				
Totals					62,286.00	62,286.00	-			

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
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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