

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
As of November 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
Edgar Q. Manto	F101	Payment of cash advance for Nov. 20-24, 2017 Skills Upgrading Program at Taguig City	LDDAP-ADA 101-11-004-2017	15-Nov-17	5,660.00	5,660.00				
Ma. Magdalena P. Pomar	F161	Payment of cash advance for blood letting on Nov. 24, 2017 & Drug Prevention Week on Nov. 19-29, 2017	1394294	15-Nov-17	22,800.00	22,800.00				
Larry D. Juario	F161	Payment of cash advance to purchase supplies for Regional Skills Competition on Nov. 5-6, 2017	1394324	20-Nov-17	13,500.00	13,500.00				
Chrisdyll Pellejo	F161	Payment of cash advance for 11/25 & 11/28-29/17 function @ main campus	1394335	20-Nov-17	11,847.00	11,847.00				
Ma. Leticia C. Salcedo	F161	Payment of cash advance for 11/29 DepEd function @ main campus	1394344	28-Nov-17	4,406.50	4,406.50				
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						-				
						-				
Totals					58,213.50	58,213.50	-			

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