

**Report on Ageing of Cash Advances**  
**Schedule of Advances to Officers and Employees**  
 As of November 15, 2015

Agency Name: **POLOMLOK WATER DISTRICT**  
 Agency Code:

Book No.  
 Account Title: Cash Advances to Officers & Employees  
 Account Code: 149

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (State date of liquidation and reason why unliquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	OVER 1 Year	
<b>A. Advances for Special Purposes</b>									
1. Local Travel	-								
2. Foreign Travel	NA								
3. Special Activities Projects	NA								
<b>B. Advances to Regular Disbursing Officers</b>									
1. Payroll	-								
2. Seminar/ Conference	10/05/2015	bloodletting activity & dropee mascot	JEV# 2015-10-0009	20,000.00	20,000.00				JEV#2015-11-0016 11/04/2015
	10/15/2015	PSME 63rd National Convention At the SMX Convention Center, Pasay City, Manila	JEV# 2015-10-0070	6,300.00	6,300.00				JEV#2015-11-0004 11/02/2015
	10/19/2015	PSME 63rd National Convention At the SMX Convention Center, Pasay City, Manila	JEV# 2015-10-0084	8,600.00	8,600.00				JEV#2015-11-0037 11/05/2015
	10/21/2015	Gender Sensitivity Seminar for the Human Resource Practitioners & GAD Focal Persons on October 29-30, 2015 at Grand Regal Hotel, Davao City	JEV# 2015-10-0126	10,280.00	10,280.00				JEV#2015-11-0047 11/09/2015
	10/21/2015	Gender Sensitivity Seminar for the Human Resource Practitioners & GAD Focal Persons on October 29-30, 2015 at Grand Regal Hotel, Davao City	JEV# 2015-10-0127	10,280.00	10,280.00				JEV#2015-11-0048 11/09/2015
	10/21/2015	Regional Council of Personnel Officers (RCPO) Region XII, Inc. Annual conference at South Seas Mall, Don Ruffino Alonzo St, Cotabato City on October 27-29, 2015	JEV# 2015-10-0128	5,800.00	5,800.00				JEV#2015-11-0049 11/05/2015

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Book No.  
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 Account Code: 148

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (State date of liquidation and reason why unliquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	OVER 1 Year	
2. Seminar/ Conference	10/21/2015	Regional Council of Personnel Officers (RCPO) Region XII, Inc. Annual conference at South Seas Mall, Don Rufino Alonzo St. Cotabato City on October 27-29, 2015	JEV# 2015-10-0129	5,910.00	5,910.00				JEV#2015-11-0050 11/08/2015
	10/23/2015	Gender Sensitivity Seminar for the Human Resource Practitioners & GAD Focal Persons on October 29-30, 2015 at Grand Regal Hotel, Davao City & to attend Client Appreciation Night sponsored by Land Bank of the Phils	JEV# 2015-10-0153	10,680.00	10,680.00				JEV#2015-11-0005 11/02/2015
	10/23/2015	Gender Sensitivity Seminar for the Human Resource Practitioners & GAD Focal Persons on October 29-30, 2015 at Grand Regal Hotel, Davao City & to attend Client Appreciation Night sponsored by Land Bank of the Phils	JEV# 2015-10-0154	10,680.00	10,680.00				JEV#2015-11-0105 11/18/2015
	10/27/2015	Expenses for snacks & dinner (BOD meeting on Oct 29, 2015)	JEV# 2015-10-0175	5,000.00	5,000.00				JEV#2015-11-0023 11/04/2015
	11/04/2015	Seminar on Laws & Rules on Government Expenditures at General Santos city on Nov 10-13, 2015	JEV# 2015-11-0025	5,440.00	5,440.00				JEV#2015-11-0108 11/18/2015
	11/04/2015	Seminar on Laws & Rules on Government Expenditures at General Santos city on Nov 10-13, 2015	JEV# 2015-11-0026	5,440.00	5,440.00				JEV#2015-11-0096 11/18/2015
	11/04/2015	Seminar on Laws & Rules on Government Expenditures at General Santos city on Nov 10-13, 2015	JEV# 2015-11-0027	5,440.00	5,440.00				JEV#2015-11-0097 11/18/2015
	11/05/2015	MAWD Forum 2015 at the SMX Convention Center	JEV# 2015-11-0031	2,640.00	2,640.00				JEV#2015-11-0099 11/18/2015
	11/05/2015	MAWD Forum 2015 at the SMX Convention Center	JEV# 2015-11-0032	2,640.00	2,640.00				JEV#2015-11-0116 11/18/2015
	11/05/2015	MAWD Forum 2015 at the SMX Convention Center	JEV# 2015-11-0033	2,640.00	2,640.00				JEV#2015-11-0098 11/18/2015
	11/05/2015	MAWD Forum 2015 at the SMX Convention Center	JEV# 2015-11-0034	2,640.00	2,640.00				JEV#2015-11-0123 11/18/2015
	11/05/2015	MAWD Forum 2015 at the SMX Convention Center	JEV# 2015-11-0035	2,640.00	2,640.00				JEV#2015-11-0124 11/18/2015
	11/05/2015	Photography & Post Processing Workshop for a Cause on Nov 7 - 8, 2015	JEV# 2015-11-0039	2,200.00	2,200.00				JEV#2015-11-0101 11/18/2015

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Agency Name: **POLOMOLOK WATER DISTRICT**  
Agency Code:

Book No.  
Account Title: **Cash Advances to Officers & Employees**  
Account Code: 148

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due			Remarks ( State date of liquidation and reason why unliquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	
2. Seminar/ Conference	11/05/2015	Photography & Post Processing Workshop for a Cause on Nove 7 - 8, 2015	JEV# 2015-11-0040	2,200.00	2,200.00			JEV#2015-11-0100 11/18/2015
	11/05/2015	PhIGEPS training for Phase 1 re: new system development on November 10-11, 2015 at mineski Infirmary Davao, Door 6 Ebro Pelayo Bldg1, Huan Luna St. Davao City	JEV# 2015-11-0041	6,660.00	6,660.00			JEV#2015-11-0102 11/18/2015
	11/05/2015	PhIGEPS training for Phase 1 re: new system development on November 10-11, 2015 at mineski Infirmary Davao, Door 6 Ebro Pelayo Bldg1, Huan Luna St. Davao City	JEV# 2015-11-0043	6,660.00	6,660.00			JEV#2015-11-0104 11/18/2015
	11/08/2015	PhIGEPS training for Phase 1 re: new system development on November 10-11, 2015 at mineski Infirmary Davao, Door 6 Ebro Pelayo Bldg1, Huan Luna St. Davao City	JEV# 2015-11-0044	6,660.00	6,660.00			JEV#2015-11-0084 11/13/2015
	11/06/2015	PhIGEPS training for Phase 1 re: new system development on November 10-11, 2015 at mineski Infirmary Davao, Door 6 Ebro Pelayo Bldg1, Huan Luna St. Davao City	JEV# 2015-11-0045	6,660.00	6,660.00			JEV#2015-11-0085 11/13/2015
	11/08/2015	Photography & Post Processing Workshop for a Cause on Nove 7 - 8, 2015	JEV# 2015-11-0042	2,200.00	2,200.00			JEV#2015-11-0106 11/18/2015
	11/13/2015	Upgrading of PS# 5 ( Pull-out and installation )	JEV# 2015-11-0062	3,000.00	3,000.00			JEV#2015-11-0115 11/19/2016
<b>TOTALS</b>				-	159,290.00			

Certified Correct:

*M. Cagata*  
MARLENE C. CAGATA  
Division Manager - Finance

Approved by:

*S. Torcuator*  
ENGR. SOLITO T. TORCUATOR  
General Manager B

Verified by:

*R. Marez*  
RONJEO MAREZ, CPA  
COA Resident Auditor

Date Submitted:

November 20, 2015