

**Annex 3 - Report on the Aging of Cash Advances**

**Schedule of Advances to Officers and Employees  
As of October 31, 2012**

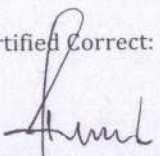
Agency Name POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Agency Code \_\_\_\_\_

Book Title \_\_\_\_\_  
Account Title \_\_\_\_\_  
Account Code \_\_\_\_\_

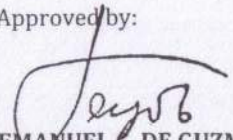
A.	Name	Particulars	Reference (Check No. & Date)	Total Amount	Amount Due				Remarks
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
1	Local Travel								
2	Foreign Travel								
3	Special Activities/ Projects								
	Agustin, Rhodora	PNHS 33rd Conference- SO#1838	228417 - 10/09/12	1,437.28	1,437.28				
	Bernarte, Racidon	Investiture of Pres. De Guzman- SO# 2172	325050 - 10/15/12	97,000.00	97,000.00				
	Buan, Nenita F.	Investiture of Pres. De Guzman- SO# 2171	325049 - 10/15/12	12,000.00	12,000.00				
	Cabanilla, Narciso L.	PNHS 33rd Conference-SO#1838	228418 - 10/09/12	1,437.28	1,437.28				
	Garnacho, Barbara	60th Anniv. Of Guidance- SO# 2178	325096 - 10/23/12	37,395.00	37,395.00				
	Dizon, Segundo	Investiture of Pres. De Guzman- SO# 2167	325045 - 10/15/12	50,000.00	50,000.00				
	Inocencio, Ted Villamor	Investiture of Pres. De Guzman - SO# 2170	325048 - 10/15/12	142,500.00	142,500.00				

Name	Particulars	Reference (Check No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>Advances for Travel and Special Purposes</b>								
Hull, Anna Rose	PNHS 33rd Conference-SO#1838	228419 - 10/09/12	1,437.28	1,437.28				
Viray, Kristine R.	Investiture of Pres. De Guzman - SO# 2169	325047 - 10/15/12	28,100.00	28,100.00				
<b>Advances to Regular Disbursing Officers</b>								
1 Payroll								
2 Seminars/Conferences								
3 Expenses								
<b>TOTALS</b>			<b>371,306.84</b>	<b>371,306.84</b>	-	-	-	

Certified Correct:

  
**HELEN R. ALCANTARA**  
 Head, Accounting Office

Approved by:

  
**EMANUEL C. DE GUZMAN**  
 Agency Head