

**Report on Aging of Cash Advances**  
**Schedule of Advances to Officers and Employees / Special Disbursing Officers**  
**As of November 15, 2014**

2014 348 8-13

Tracking Number

Agency Name: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
 Agency Code: 08 005 00 00000


Book Title : \_\_\_\_\_  
 Account Title: Advances to Officers & Employees / Special Disbursing Officers  
 Account Code: 1 99 01 040 / 1 99 01 030

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of Liquidation and reason why if liquidated 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>									
<b>1. Local Travel</b>									
Ambag, Silvia C.	11/4/2014	PAIR, General Santos City, SO #2551	357256	11,380.44	11,380.44				
Balagbagan, Dalisay O.	11/4/2014	Seminar/Workshop, SO #2521	357265	5,300.00	5,300.00				
Bascos, Jasmin A.	11/4/2014	Seminar/Workshop, Baguio City, SO #2720	357266	5,300.00	5,300.00				
Bernardo, Iris Rowena A.	11/4/2014	PAIR, General Santos City, SO #2551	357258	440.00	440.00				
Centeno, Ma. Luz J.	11/7/2014	Conference/Workshop, Baguio City, SO #2687	357277	5,100.00	5,100.00				
De Luna, Maria Eileen	11/11/15	PRMS, Laoag City, SO #2685	357305	5,760.00	5,760.00				
Dizon, Ester T.	11/4/14	PAIR, General Santos City, SO #2551	357257	11,896.44	11,896.44				
Mariñas, Ma. Victoria	11/11/14	PRMS, Laoag, City, SO #2685	357306	5,760.00	5,760.00				
Merza, Rose Helen T.	11/4/14	Seminar/Workshop, Baguio City, SO #2521	357264	4,900.00	4,900.00				
Munsayac, Joel M.	4/21/14	APOSCUA, SO #763	356550	14,459.00			14,459.00		
Ocampo, Mercedes Camille	10/14/14	PSS, General Santos City, SO# 2259	357158	8,349.00		8,349.00			
Oposa, Catherine C	11/12/14	HRMP, Zambales, SO #2736	357312	14,740.00	14,740.00				
Ursolino, Evelyn	11/11/14	PRMS, Laoag, City, SO #2685	357307	5,760.00	5,760.00				
<b>2. Foreign Travel</b>									


Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of Liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>3. Special Activities/ Projects</b>									
Almiranez, Gecilie c.	9/26/2014	1st Tranche of Research Proposals, SO #1830	357079	18,750.00			18,750.00		
Alvarez, Lourdes V.	10/30/2014	1st Tranche of Research Proposals, SO #1830	357241	38,500.00		38,500.00			
Bernarte, Racidon P.	11/4/2014	Salin Kaalaman Tungo sa Kaunlaran Extension Project per SO# 2013	357260	46,850.00	46,850.00				
Bernarte, Racidon P.	11/4/2014	Salin Kaalaman Tungo sa Kaunlaran Extension Project per SO# 2586	357261	81,000.00	81,000.00				
Borican, Angelina	10/30/2014	1st Tranche of Research Proposals, SO #1830	357242	28,000.00		28,000.00			
Camacho, Barbara	11/5/2014	Guidance Awareness Week, SO #2549	357271	38,136.00	38,136.00				
Concepcion, Josefina G.	10/2/2014	Raffle-Tickets & Prizes w/ the 110th PUP Foundation Anniv. SO# 2388	364034	75,000.00		75,000.00			
Coronado, Armin S.	9/26/14	1st Tranche of Research Proposals, SO #1830	357081	55,500.00			55,500.00		
Festin, Gemy Lito L.	9/12/14	Jail Visitation per SO# 1980	357025	2,140.00			2,140.00		
Flores, Josephine N.	11/10/14	PUPCET, SO #2264	357297	292,500.00	292,500.00				
Gapasin, Anna Ruby P.	10/30/14	1st Tranche of Research Proposals, SO #1830	357239	30,750.00		30,750.00			
Jacolbia, Rovelina B.	10/30/14	1st Tranche of Research Proposals, SO #1830	357240	39,750.00		39,750.00			
Laglagaron, Remus M.	9/5/14	University Intramurals, SO #2070	356998	100,000.00			100,000.00		
Laglagaron, Remus M.	9/5/14	University Intramurals, SO #2070	356999	50,000.00			50,000.00		
Laglagaron, Remus M.	9/22/14	Foundation Anniv., SO #2179	363993	20,000.00			20,000.00		
Lardizabal, Joseph M.	8/13/14	Business Torch Publication, SO #1715	363727	24,450.00			24,450.00		
Manimtim, Herminia	9/29/14	Student Council Commision on Election, SO #2348	364021	80,000.00			80,000.00		
Mapanao, Carmelita P.	9/26/14	1st Tranche of Research Proposals, SO #1890	357078	48,426.00			48,426.00		
Oquindo, Florinda H.	11/5/14	CDPS Year End Exposition, SO# 2224	357272	41,357.00	41,357.00				
Parentela, Josefina	9/11/14	110th PUP Foundation Anniversary per SO# 2079	357012	29,000.00		29,000.00			
Pasumbal, Divina T.	11/6/14	Celebration of National Book Week, SO #2531 (101)	262656	11,010.00	11,010.00				

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of Liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Pasumbal, Divina T.	11/6/14	Celebration of National Book Week, SO #2531 (164)	357274	18,780.00	18,780.00				
Rosales, Ma. Junisthesmer	9/26/14	First Tranche of Research Proposal SO# 1830	357080	19,750.00			19,750.00		
Sarmiento, Sylvia A.	9/1/14	Toga & School Uniform, SO #1655	356980	87,525.00			87,525.00		
Villar, Maria Teresa C.	9/22/14	Visit of Student & Staff from Nanyang Polytechnic, SO #2072	357075	225,197.49			225,197.49		
<b>B. Advances to Regular Disbursing Officers</b>									
<b>1 Payroll</b>									
Abalos, Marissa J.	11/7/2014	PUP Athletes(Cheerleading), 4/1-6/30/14	357282	54,600.00	54,600.00				
<b>2 Seminars/Conferences Expenses</b>									
Alcantara, Dolores	11/11/2014	Seminar/Workshop, Vigan, SO# 2720 (101)	262710	48,960.00	48,960.00				
Alcantara, Dolores	11/11/2014	Seminar/Workshop, Vigan, SO# 2720 (164)	357308	32,061.00	32,061.00				
Enseñado, Rosario P.	10/17/14	Seminar & Team Building., Batangas, SO #2143	357183	295,748.64		295,748.64			
Malvar, Rolan J.	10/31/14	Seminar & Team Building, Vigan, SO #2501 (164)	357246	15,440.00		15,440.00			
Malvar, Rolan J.	11/3/14	Seminar & Team Building., Vigan, SO #2501 (101)	262642	4,000.00	4,000.00				
Ygot, Malaya	10/27/14	Planning & Team Building, Ilocos Sur, SO# 2632	357221	52,558.00		52,558.00			
<b>TOTALS</b>				<b>2,104,884.01</b>	<b>745,590.88</b>	<b>613,095.64</b>	<b>746,197.49</b>		

Certified Correct:

  
HELEN R. ALCANTARA  
Director, Accounting Department

Verified by:

  
MA. CRISTINA R. VILLANUEVA  
COA, Resident Auditor

Approved by:

  
EMANUEL C. BEQUZMAN  
President

Date Submitted: November 29, 2014

Note: This Report of Aging of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/ Agencies that are compliant with this condition.