

**ANNEX 8 -REPORT ON THE AGING OF CASH ADVANCES**  
**Schedule of Advances to Officers and Employees**  
As of December 31, 2013

Agency Name : **NORTHWEST SAMAR STATE UNIVERSITY**  
Agency Code :

Book Title **General Fund (MDS-101)**  
Account Title **Advances to Officers and Employees**  
Account Code **148**

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>A. Advances for Travel and Special Purposes</b>								
1. Local Travel Maribojoc, Ireneo	Prep of TEV 9/10-14/13	72716 9/03/13	0.60			0.60		Return Jan. 2014
2. Foreign Travel								
3. Special Activities/Projects Gadaingan, Oscar	CA-for registration of MAZDA Van Plate#5GM-309	72837 9/23/13	9,500.00			9,500.00		Return Jan. 2014
<b>B. Advances to Regular</b>								
Disbursing Officers								
1. Payroll								
2. Seminar/Conference Expenses								
<b>Totals</b>			<b>9,500.60</b>	-	-	<b>9,500.60</b>	-	

Certified Correct:

*[Signature]*  
**CORNELIO C. BAUTISTA JR.**  
Head, Accounting Office

Approved by:

*[Signature]*  
**MARIETTA L. ESPINA**  
OIC-University President

Verified by:

*[Signature]* 7/23  
**ROBERT M. DASILLO**  
State Auditor IV

Date Submitted \_\_\_\_\_

*Received  
7/24/14*

*Received by:  
Carmel  
7/24/14*


**ANNEX 8 - REPORT ON THE AGING OF CASH ADVANCES**  
**Schedule of Advances to Officers and Employees**  
As of December 31, 2013

Agency Name : NORTHWEST SAMAR STATE UNIVERSITY (Main Campus)  
Agency Code :


Book Title Special Trust Fund (STF-164)  
Account Title Advances to Officers and Employees  
Account Code 148

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>A. Advances for Travel and Special Purposes</b>								
<b>1. Local Travel</b>								
Baldomaro, Cynthia	Prep of TEV 12/19-21/13	642187 12/18/13	2,550.00	2,550.00				Liq. & reimb Jan. 2014
Santos, Romeo	Prep of TEV 12/7-10/13	642122 12/4/13	460.00	460.00				Return Jan. 2014
<b>2. Foreign Travel</b>								
<b>3. Special Activities/Projects</b>								
Espiña, Marietta	Prep of TEV 10/19-26/13	642194 12/18/13	890.00	890.00				Return Jan. 2014
<b>B. Advances to Regular Disbursing Officers</b>								
1. Payroll	Gen. Payroll-Tax Refund CY2013	642198 12/19/13	1,761.16	1,761.16				Return Jan. 2014
2. Seminar/Conference Expenses								
<b>Totals</b>			<b>5,661.16</b>	<b>5,661.16</b>	-	-	-	

Certified Correct:

  
**CORNELIO C. BAUTISTA JR.**  
Head, Accounting Office

Verified by:

  
**ROBERT M. DASILLO**  
State Auditor IV

Approved by:

  
**MARIETTA L. ESPINA**  
OIC-University President

Date Submitted \_\_\_\_\_