

ANNEX 8 - REPORT ON THE AGING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
 As of November 15, 2017

Book Title General Fund (MDS-101)
 Account Title Advances for Special Disbursing Officer
Advances to Officers and Employees
 Account Code 1 99 01 030
1 99 01 040

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

Name	Particulars	Reference (Check/ADA No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	62-365 days	Over 1 Year	
A. Advances for Travel and Special Purposes								
1. Local Travel								
Calamayo	, Judith	TEV 11/15-18/17	10/27/2017 2832	12,920.00	12,920.00			* pls. refer to Annex A No. 1 for unrecorded cash advances - Regular Agency Fund
Gamusa	, Eliza	TEV 11/15-18/17	10/27/2017 2832	12,920.00	12,920.00			
2. Foreign Travel								
3. Special Activities/Projects								
Pecayo	, Benjamin	CA-Defray periodic maintenance service Nissan Navarra SAA 3972	11/9/2017 91151	8,644.00	8,644.00			
B. Advances to Regular Disbursing Officers								
1. Payroll								
2. Seminar/Conference Expenses								
Totals				34,484.00	34,484.00	-	-	-

Certified Correct:

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

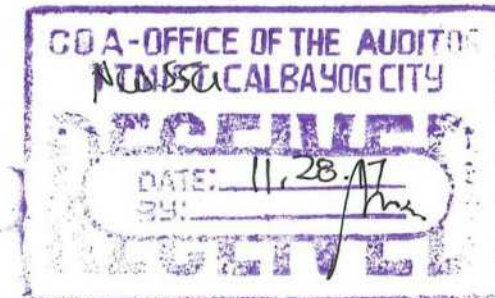
Approved by:

[Signature]
AVENIDA N. BERGADO, Ed. D.
 SUC President III

Verified by: *

[Signature]
EVELYN C. TAN
 State Auditor IV

Date Submitted: _____



ANNEX 8 - REPORT ON THE AGING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
As of November 15, 2017

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

Book Title Special Trust Fund (STF)
Account Title Advances for Special Disbursing Officer
Advances to Officers and Employees
Account Code 1 99 01 030
1 99 01 040

Name	Particulars	Reference (Check No. & Date)		Total Amount	Amount Due				Remarks
					Less than 30 days	31-60 days	62-365 days	Over 1 Year	
A. Advances for Travel and Special Purposes									
1. Local Travel									
Macasa	, Francisco	TEV 09/6-8/2016	9/5/2016 773919	2,727.00					<i>* Pls. refer to Annex A No.1 for unrecorded cash advances - 16F Nov 2 & 3</i> <i>** = Partial liquidation</i>
Ortiz	, Rameses	TEV 08/19-27/2017	8/18/2017 865790	13,260.00		13,260.00		<i>* * 2,727.00</i>	
Rodriguez	, Catherine	TEV 9/25-29/2017	9/18/2017 865914	590.00		590.00		<i>**</i>	
Sugai	, Aisha	TEV 9/24-28/2017	9/22/2017 865944	1,786.32		1,786.32		<i>**</i>	
Getalado	, Neil	TEV 10/23-31/17	10/20/2017 866061	729.00		729.00		<i>**</i>	
Garcia	, Ella Marie	TEV 11/19-26/2017	10/20/2017 866074	19,410.00	19,410.00				
Bergado	, Avelina	TEV 11/4-11/2017	10/27/2017 866114	55,000.00	55,000.00				
Cabral	, Helen	TEV 11/4-11/2017	10/27/2017 866115	55,000.00	55,000.00				
Getalado	, Nancy	TEV 11/4-11/2017	10/27/2017 866116	55,000.00	55,000.00				
Santos	, Romeo	TEV 11/4-11/2017	10/27/2017 866117	55,000.00	55,000.00				
Lacaba	, Leo Jesus	TEV 11/4-11/2017	10/27/2017 866118	55,000.00	55,000.00				
Montecalvo	, Enrique	TEV 11/4-11/2017	10/27/2017 866119	55,000.00	55,000.00				
Montecalvo	, Fe	TEV 11/4-11/2017	10/27/2017 866127	55,000.00	55,000.00				
Zosa	, Ryan Emil	TEV 11/13-17/2017	11/2/2017 866157	5,620.00	5,620.00				
Cabug-os	, Michael	TEV 11/13-17/2017	11/2/2017 866158	5,620.00	5,620.00				
Romano	, Joseph Marian	TEV 11/13-17/2017	11/2/2017 866159	5,620.00	5,620.00				
Cortado	, Ken Ian	TEV 11/10-12/2017	11/2/2017 866160	1,780.00	1,780.00				
Dejapin	, Ivah Fatima	TEV 11/10-12/2017	11/2/2017 866161	1,780.00	1,780.00				
Domingo	, Andro	TEV 11/10-12/2017	11/2/2017 866162	1,780.00	1,780.00				
2. Foreign Travel									

ANNEX 8 - REPORT ON THE AGING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
 As of November 15, 2017

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

Book Title Special Trust Fund (STF)
 Account Title Advances for Special Disbursing Officer
Advances to Officers and Employees
 Account Code 1 99 01 030
1 99 01 040

Name	Particulars	Reference (Check No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	62-365 days	Over 1 Year	
3. Special Activities/Projects								
Pecayo, Benjamin	CA-defray exp for 1st Committee meeting Search for Private Sector Rep	11/2/2017 866156	62,793.70	62,792.70				
Senario, Melanie Maria	CA-defray exp University Charter Celeb	11/15/2017 866197	43,000.00	43,000.00				
Senario, Melanie Maria	CA-Pur 25pcs Barong Tagalog-ASCA	11/15/2017 866198	25,000.00	25,000.00				
Senario, Melanie Maria	CA-for Reg. SCUAA 2017-DanceSports	11/15/2017 866208	54,000.00	54,000.00				
B. Advances to Regular								
Disbursing Officers								
1. Payroll								
2. Seminar/Conference Expenses								
Totals			630,496.02	611,402.70	16,365.32	-	2,727.00	

Certified Correct:

✍️
CORNELIO C. BAUTISTA JR.
 Head Accounting Office

Approved by:

✍️
AVELINA N. BERGADO, Ed. D.
 SUC President III

Verified by:

** with exceptions*
*** - Partial Liquidation*
EVELYN C. TAN
 State Auditor IV *✍️*

Date Submitted: _____

Northwest Samar State University
Schedule of Cash Advances not included in the Report submitted

Fund: Regular Agency Fund / General Fund (MDS-101)

Advances to Officers and Employees

1. Local Travel

Name	Particulars	Reference		Total Amount	Age of Cash Advance	Remarks
		LDDAP ADA / Check No.	Date			
Corrales, Rodolfo Jr. B.	Grant of TE 11/12-18/2017	2838	11/3/2017	11,740.00	Not yet due	
Rodriguez, Ervin L.	Grant of TE 11/15-18/2017	2832	10/27/2017	12,920.00	Not yet due	
Sison, Florida C.	Grant of TE 11/19-22/2017	2838	11/3/2017	5,730.00	Not yet due	
Tarrayo, Rosalina L.	Grant of TE 11/15-18/2017	2832	10/27/2017	12,920.00	Not yet due	
Tibe, Francisco V.	Grant of TE 11/19-22/2017	2838	11/3/2017	5,730.00	Not yet due	
Tocayon, Ignacio Jr.	Grant of TE 11/15-18/2017	2832	10/27/2017	12,920.00	Not yet due	
Sub-Total				61,960.00		
Total				61,960.00		

Fund: Internally Generated Fund / Special Trust Fund (STF)

Advances to Officers and Employees

2. Local Travel

Name	Particulars	Reference		Total Amount	Age of Cash Advance	Remarks
		LDDAP ADA / Check No.	Date			
Bautista, Cornelio Jr.	Grant of TE 11/12-18/2017	866154	11/2/2017	11,720.00	Not yet due	
Borja, Cherry Ann	Grant of TE 11/24-29/2017	866257	10/22/2017	16,810.00	Not yet due	
Cañada, Sherwin	Grant of TE	820972	5/6/2017	19,060.00	153 days	Partial Liquidation; OR#2745794N dtd 11/21/2017 amounted to P19,060.00
Cariño, Joseph B.	Grant of TE 11/24-29/2017	866256	10/22/2017	16,810.00	Not yet due	
Catienza, Dexter Z.	Grant of TE 11/24-29/2017	866255	10/22/2017	16,810.00	Not yet due	
Cequiña, Joey R.	Grant of TE 11/16-17/2017	866204	11/15/2017	1,120.00	Not yet due	

Name	Particulars	Reference		Total Amount	Age of Cash Advance	Remarks
		LDDAP ADA / Check No.	Date			
Espiña, Marietta L	Grant of TE 11/15-18/2017	866122	10/27/2017	12,920.00	Not yet due	
Galang, Clarisse N.	Grant of TE 11/16-17/2017	866206	11/15/2017	1,120.00	Not yet due	Student
Geronague, Alejandro C.	Grant of TE 11/16-17/2017	866201	11/15/2017	1,120.00	Not yet due	
Guades, Ernesto J.	Grant of TE 11/7-9/2017	866135	11/3/2017	2,500.00	Not yet due	
Limpiado, Mishelle R.	Grant of TE 11/12-18/2017	866152	11/8/2017	11,720.00	Not yet due	
Lonzaga, Eugenia A.	Grant of TE 11/15-18/2017	866108	10/27/2017	12,920.00	Not yet due	
Mancol, Artemio R.	Travel 11/16-17/17	866200	11/15/2017	1,120.00	Not yet due	
Miano, ErwinB.	Travel 11/7-9/17	866137	11/3/2017	2,500.00	Not yet due	
Morilao, Floriza A.	Travel 10/24-28/17	866086	10/24/2017	3,700.00	Not yet due	
Ortillana, Ricson L.	Travel 11/16-17/17	866203	11/15/2017	1,120.00	Not yet due	
Ostaya, Nelson G.	Travel 11/16-17/17	866205	11/15/2017	1,120.00	Not yet due	
Palomar, Marianne Lou A.	Travel 11/7-9/17	866139	11/3/2017	2,500.00	Not yet due	
Potal, Jovie May N.	Travel 11/16-17/17	866207	11/15/2017	1,120.00	Not yet due	
Sobreviga, Marlon D.	Travel 11/7-9/17	866138	11/3/2017	2,500.00	Not yet due	
Soliva, Kristian Mark S.	Travel 11/16-17/17	866202	11/15/2017	1,120.00	Not yet due	
Versosa, Ernalyn F.	Travel 10/16-20/17	866016	10/9/2017	5,040.00	Not yet due	
Sub-Total				146,470.00		

3. Special Activities/Projects

Name	Particulars	Reference		Total Amount	Age of Cash Advance	Remarks
		LDDAP ADA / Check No.	Date			
Espiña, Marietta L.	Defray various exp. Tech transfer (Found Celeb 2017	866232	10/20/2017	83,172.26	Not yet due	
Montecalvo, Fe	School supplies COEd office use	866084	10/20/2017	1,777.50	Not yet due	

Name	Particulars	Reference		Total Amount	Age of Cash Advance	Remarks
		LDDAP ADA / Check No.	Date			
Tarrayo, Girlie M.	Exp. For the Unniversity Found/Charter day Celeb and purchase electric pot-Clinic use	866199	11/15/2017	50,573.00	Not yet due	OR# 2747539 dated 11/27/17 P37,602.00
Ultra, Bernardo Jr.	Purchase library furniture - VP Acad. Affairs Office	866062	10/20/2017	15,000.00	Not yet due	Returned the Cash Advance on 11/23/17 OR#2747124 amounted to P15, 000.00
Ultra, Bernardo Jr.	Purchase 2 units sewing machine; 1 unit edging machine and supplies and mat. For baking	866071	10/20/2017	82,131.00	Not yet due	Liquidated on 11/27/2017
Sub-Total				232,653.76		
Total				379,123.76		

Prepared by:

Noted by:

OLIVE A. NIÑOZA
State Auditor I
Audit Team Member


EVELYN C. TAN
State Auditor IV
Audit Team Leader