

Report of Ageing of Cash Advances  
Schedule of Outstanding Advances to Officers & Employees  
as of November 15, 2013



Agency Name: PHILIPPINE STATE COLLEGE OF AERONAUTICS  
Agency Code: D5712

Book No: \_\_\_\_\_  
Account Title: Advances to Officers & Employees  
Account Code: 148

NAME	Date CA granted	Particulars	Reference (Check #)	Total Amount	Amount Due			Remarks (State date of liquidation & reason why if liquidated after the cut-off date)
					Less Than 30 days	31-60 days	61-365 days	
<b>A. Advances for Special Purposes</b>								
<i>Local Travel</i>								
1. Lopena, Joseph	19-Jun-13		45111	₱ 4,680.00	₱ 4,680.00			Partial liquidation report submitted November 15, 2013. Last phase of training not yet completed.
2. Del Prado, Nilo	4-Oct-13		47577	13,648.00	13,648.00			Liquidated November 22, 2013 however the excess cash advance balance was refunded on November 28, 2013. The seminar he attended in Palawan only ended last October 24, 2013.
3. Dasalla, Jerum	4-Oct-13		47585	8,100.00	8,100.00			Liquidated November 22, 2013 however the excess cash advance balance was deducted from his salary.
4. Parcon, Willie Joseph	4-Oct-13		47586	8,100.00	8,100.00			Liquidated November 22, 2013 however the excess cash advance balance was deducted from his 1-month salary.
5. Lagui, Noel	21-Oct-13		47724	9,000.00	9,000.00			Liquidated November 22, 2013 however the excess cash advance balance was refunded on November 29, 2013. The seminar he attended was completed only last October 24, 2013.
<i>Foreign Travel</i>			NONE					
<i>Special Activities / Projects</i>								
1. Mendez, Lilibeth	3-Sep-13		45863	235,620.00		₱ 235,620.00		As SDO she failed to submit liquidation report on time due to delay in the gathering of all financial documents and supporting documents coming from the different accounting centers in the country. Included financial statements of all employees.
<b>B. Advances to Regular Disbursing Officers</b>								
<i>Payroll</i>			NONE					
<i>Seminar/Conference/Expenses</i>			NONE					
				₱ 279,148.00	₱ 43,528.00	₱ 235,620.00	-	-

Certified Correct:

*[Signature]*  
**IMELDA F. NAVIGAR, CPA, MPA**  
Head, Accounting Office

Approved:

*[Signature]*  
**DR. BERNARD R. RAMIREZ**  
College President

Verified by:

**AUDITOR FROILAN F. SISON**  
State Auditor IV, Audit Team Leader

Date Submitted: NOV 29 2013

**Notes:** This Report of Ageing 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. Only 2013 transactions are covered by this Ageing Report as per IATF Requirement from January 1-October 31, 2013; given cut-off date of submission of liquidation is November 15, 2013.