


**Report on Ageing of Cash Advances**  
**Schedule of Advances to Officers and Employees**  
**As of November 15, 2020**

Agency Name : Industrial Technology Development Institute  
 Agency Code : 190050000000


Book No: \_\_\_\_\_  
 Account Title: Advances to Officers and Employees  
 Account Code: 1990104000

Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60days	61-365 days	Over 1 year	
<b>A. Advances for Special Purpose</b>								
<b>1. Local Travel</b>								
CAMPO, RUFILINO PUNZALAN	Travel to Antique from March 3, 2020 to May 15, 2020	LDDAP No. 991-03-365-20 / 991-04-402-20 / 991-05-420-20 / 991-05-447-20	131,300.00			131,300.00		Travel date is from March 10 to June 11, 2020. (Travel was extended due to travel restriction during implementation of ECQ, cannot process liquidation due to lack of documentation such as Boarding Pass)
DE CHAVEZ, EFREN QUILAO	Travel to Antique from March 3, 2020 to May 15, 2020	LDDAP No. 991-03-366-20 / 991-04-404-20 / 991-05-417-20 / 991-05-445-20	131,500.00			131,500.00		Submitted Liquidation report last Nov. 10, 2020, additional claim was obligated last Nov. 16, 2020; DV is still for approval for payment.
OMAR, ABOBAKAR B.	Roundtrip airfare Manila-Davao-Manila, May 5 & 11, 2019, GFA-PAL	JEV-2019-04-001421	16,198.00			16,198.00		Refund from PAL is still for verification, due to unequal amount refunded as per amount paid.
CAMPO, RUFILINO PUNZALAN	Roundtrip airfare Ilollo to Manila, June 11, 2020, GFA-PAL	JEV-2020-09-002044	6,250.69	6,250.69				Liquidation will be processed upon submission of Boarding pass.
ESTEBAN, LUZMIN RANIT	Roundtrip airfare Manila-Puerto Princesa-Manila, November 26-30, 2019, GFA-PAL	JEV-2019-10-003929	15,967.46			15,967.46		Liquidation will be processed upon submission of Boarding pass.
CO. JONATHAN	Roundtrip airfare Manila-Cagayan-Manila, Dec 2-5, 2019, GFA-CebPac	JEV-2019-11-004245	8,335.11			8,335.11		Liquidation will be processed upon submission of Boarding pass.
<b>Sub-Total</b>			<b>309,551.26</b>	<b>6,250.69</b>	<b>0.00</b>	<b>303,300.57</b>	<b>0.00</b>	
<b>2. Foreign Travel</b>								
CRUZ, MA. CECELYN A.			8,208.80	-	-	-	8,208.80	AWOL
ORDONA, ARIES ESTROPIGAN	Travel to Houston Texas from Feb 23 to 27, 2020	LDDAP No. 991-02-286-20	(1,000.00)		(1,000.00)			For Refund (overpayment of refund from Liquidation of Cash advance)
<b>Sub-Total</b>			<b>7,208.80</b>	<b>0.00</b>	<b>-1,000.00</b>	<b>0.00</b>	<b>8,208.80</b>	
<b>TOTAL</b>			<b>316,760.06</b>	<b>6,250.69</b>	<b>-1,000.00</b>	<b>303,300.57</b>	<b>8,208.80</b>	

Certified Correct:

  
 Soledad S. Reyes  
 Accountant IV

Approved by:

  
 Dr. Annabelle V. Briones  
 Director, ITDI- OIC

