


**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2018**

Agency Name : Industrial Technology Development Institute
Agency Code : 19005000000

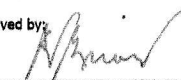
Book No: _____
Account Title: Advances to Officers and Employees
Account Code: 1990104000

Name	Particulars	Reference	Total Amount	Amount Due			Remarks	
				Less than 30 days	31-60days	61-365 days		Over 1 year
A. Advances for Special Purpose								
1. Local Travel								
LIZA LAGPAO	Travel to Bohol dated Nov. 13-15, 2018	LDDAP-ADA No. 991-11-726-18	2,920.00	2,920.00	-	-	-	Due for Liquidation 30 days upon return
ROSALINDA TORRES	Travel to Bohol dated Nov. 13-15, 2018	LDDAP-ADA No. 991-11-737-18	2,320.00	2,320.00	-	-	-	Due for Liquidation 30 days upon return
JOANNALENE TUAZON	Travel to Lucena, Quezon dated Nov. 11-15, 2018	LDDAP-ADA No. 991-11-735-18	4,130.00	4,130.00	-	-	-	Due for Liquidation 30 days upon return
CHRISTIAN QUE	Travel to Tagaytay City dated Oct. 25-27, 2018	LDDAP-ADA No. 994-10-601-18	2,320.00	2,320.00	-	-	-	Due for Liquidation 30 days upon return
Sub-Total			11,690.00	11,690.00	0.00	0.00	0.00	
2. Foreign Travel								
CRUZ, MA. CECELYN A.			8,208.80	-	-	-	8,208.80	AWOL
NAZARENE M. BACULANTA	Travel to Daejeon, Korea dated Oct. 21-27, 2018	LDDAP-ADA No. 991-10-609-18	63,176.43	63,176.43	-	-	-	Liquidation Report was returned due to lack of attachment (Travel Report & OR for the refund) last Nov. 15, 2018
JOSE MARCO LATOSA	Travel to Daejeon, Korea dated Oct. 21-27, 2018	LDDAP-ADA No. 991-10-608-18	278.39	278.39	-	-	-	Refunded last Nov. 16, 2018
AHDRIAN CAMILO GERNALE	Travel to Daejeon, Korea dated Oct. 21-27, 2018	LDDAP-ADA No. 991-10-611-18	53,305.11	53,305.11	-	-	-	Due for Liquidation 60 days upon return
RADLEY MANALO	Travel to Daejeon, Korea dated Oct. 21-27, 2018	LDDAP-ADA No. 991-10-610-18	53,305.11	53,305.11	-	-	-	Due for Liquidation 60 days upon return
LOREIBELLE N. ABIAN	Travel to Bangkok, Thailand dated Oct. 29 to Nov. 2, 2018	LDDAP-ADA No. 991-10-642-18	8,289.54	8,289.54	-	-	-	Liquidation Report was returned due to lack of attachment (Travel Report & OR for the refund) last Nov. 15, 2018
MANUEL M. RUIZ	Travel to Yogyakarta, Indonesia dated Oct. 22-27, 2018	LDDAP-ADA No. 991-10-656-18	21,022.26	21,022.26	-	-	-	Due for Liquidation 60 days upon return
EMELDA ONGO	Travel to Beijing, China dated July 31 to August 21, 2018	LDDAP-ADA No. 991-07-068-18	20,170.04	-	-	20,170.04	-	Refunded last Nov. 19, 2018 with OR# 4282488
BLESSIE A. BASILIA	Travel to Vienna, Austria dated Oct. 27 to Nov. 03, 2018	LDDAP-ADA No. 994-10-513-18	68,465.19	68,465.19	-	-	-	Due for Liquidation 60 days upon return
BRIGIDA VISAYA	Travel to Vienna, Austria dated Oct. 27 to Nov. 03, 2018	LDDAP-ADA No. 994-10-514-18	67,665.19	67,665.19	-	-	-	Due for Liquidation 60 days upon return
ARIS MORATALLA	Travel to Brunei and Malaysia dated Nov. 11-16, 2018	LDDAP-ADA No. 994-11-763-18	55,637.54	55,637.54	-	-	-	Due for Liquidation 60 days upon return
BELLE BRIONES	Travel to Brunei and Malaysia dated Nov. 11-16, 2018	LDDAP-ADA No. 994-11-762-18	54,597.54	54,597.54	-	-	-	Due for Liquidation 60 days upon return
Sub-Total			474,121.14	445,742.30	0.00	20,170.04	8,208.80	
TOTAL			485,811.14	457,432.30	0.00	20,170.04	8,208.80	

Certified Correct:


Soledad S. Reyes
Accountant IV

Approved by:


Dr. Annabella V. Briones
Director, ITDI- OIC

