

Annex 3-Report on the Aging of Cash Advances

Schedule of Advances to Officers and Employees

As of November 15, 2017

Agency Name: **PHILIPPINE SCIENCE HIGH SCHOOL - ILOCOS REGION CAMPUS**

Agency Code: **B-1723**

Name	Particulars	Reference (Check/ ADA No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	61-365 days	Over 1 year	
Advances for Travel and Special Purposes								
1. Local Travel								
a Jacquelyn O. Mirasol	to defray expenses in going to PSHS-WVC. to attend the Subject Exchange Program and Benchmarking Activity on Nov. 15-18, 2017.	ADA # 101-11-161-2017 / Nov. 14, 2017	4,320.00	4,320.00				
b Martin P. Torrano	to defray expenses for the gasoline & toll fees on Sept. 13 to 16, 2017 travel, re: ferry Campus Director to attend Discussion on Review and Revision of PSHS System Student Code of Conduct.	ADA # 101-09-130-2017 / Sept. 13, 2017	4,000.00		4,000.00			Refunded on Nov. 17, 2017 as per OR# 3204246
c Jerlie Mae E. Casimiro	to defray expenses in attending the DNA and Genome Science Workshop at PSHS- EVC on Nov. 12-18, 2017.	ADA # 101-11-157-2017 / Nov. 7, 2017	13,954.00	13,954.00				
d Romel Tabangin	to defray expenses for the gasoline & toll fees in traveling to De La Salle State University on Nov. 10 to 12, 2017	ADA # 101-11-160-2017 / Nov. 10, 2017	5,000.00	5,000.00				
2. Foreign Travel								
a Dr. Ronnalee N. Orteza	to defray expenses in going to Singapore to participate in the seminar-workshop entitled "Effective Leadership for the School of the Gifted" on Nov. 12-18, 2017 at National Institute of Education, Singapore.	Chk # 227844/ Oct. 30, 2017	130,000.00	130,000.00				
3. Special Activities/Projects								
a Elvin C. Pecho/ Cashier	establishment of Petty Cash Fund for FY 2017	Chk # 223866/ Jan. 11, 2017	15,000.00			15,000.00		It is still in use as of this time, and being replenished upon reaching 75% of utilization.
Totals			172,274.00	153,274.00	4,000.00	15,000.00	.	.

Certified Correct:


EVANGELINE T. TABULA
 Accountant II - Designate

Approved by:


DR. RONNALEE N. ORTEZA
 Campus Director

Verified by:


BELLA E. AQUISAP

Date Submitted: 11/24/2017