

Annex 3-Report on the Aging of Cash Advances

Schedule of Advances to Officers and Employees

As of November 15, 2019

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

Agency Code: **B-1723**

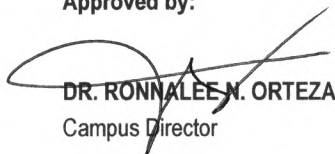
Name	Particulars	Reference (Check/ ADA No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	61-365 days	Over 1 year	
Advances for Travel and Special Purposes								
1. Local Travel								
a Michael George Jacla	Conduct of NCE 2019	ADA # 19-10-149 / Oct. 16, 2019	18,460.00	18,460.00				Liquidated on November 21, 2019
b Martin Torrano	Oct 25-27 and Nov 1-3, 2019 travel	ADA # 19-10-155 / Oct. 24, 2019	8,000.00	8,000.00				Liquidated on December 4, 2019
c Eric Purisima	Nov 19-21, 2019 travel	ADA # 19-11-175 / Nov. 11, 2019	9,500.00	9,500.00				Liquidated on December 10, 2019
2. Foreign Travel								
3. Special Activities/Projects								
a Elvin C. Pecho/ Cashier	Petty Cash Fund		15,000.00			15,000.00		it is still in use as of this time, and being replenished upon reaching 75% of utilization. (Petty Cash Fund account)
Totals			50,960.00	35,960.00	-	15,000.00	-	-

Certified Correct:



ANA SANDREA P. BALDEMOR
Accountant II

Approved by:



DR. RONNALEE N. ORTEZA
Campus Director