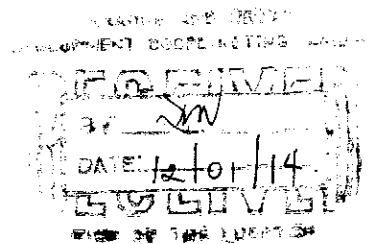


Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2014



Agency Name: Housing and Urban Development Coordinating Council

Book No.:

Agency Code: **Account Title:** Advances to Officers and Employees

Account Code: 1-99-01-040

NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	State date of liquidation and reason why if liquidated after the cut-
A. Advances for Special Purposes									
I. LOCAL TRAVEL									
1. Cañete, Elenita Paulina R.	Oct. 21/14	For traveling expenses to conduct Local Shelter Plan (LSP) formulation in Ormoc City, Leyte on October 20 to 24, 2014.	697557	4,780.00	4,780.00				Within the prescribed period
2. Dela Cruz, Marie Ann C.	Nov. 12/14	For traveling expenses to attend seminar/workshop on Managing Electronic Records in Baguio City on November 23 to 26, 2014.	697699	4,020.00	4,020.00				Within the prescribed period
3. Echavez, Joselito A.	Oct. 02/14	For traveling expenses to attend LIAC meeting and conduct survey inspection of lot disposition in Capas, Tarlac and Gamu, Isabela on October 05 to 11, 2014.	697467	4,880.00		4,880.00			Memorandum instructing him to liquidate the cash advance w/in five (5) days upon receipt for signature of Assec. Wendel E. Avisado
4. Lozano, Jr., Jaime G.	Nov. 07/14	For traveling expenses to attend Local Shelter Plan (LSP) Formulation workshop in Dipolog City on November 04 to 08, 2014.	697658	3,280.00	3,280.00				Within the prescribed period
5. Molo, Emmy M.	Sept. 12/14	For traveling expenses to assist the HUDCC Chairman during his visit in the provinces of Kalinga, Cagayan and Isabela on September 18 to 20, 2014.	697319	13,760.00		13,760.00			Memorandum instructing her to liquidate the cash advance w/in five (5) days upon receipt for signature of Assec. Wendel E. Avisado
6. Osorio, Rafael E.	Nov. 07/14	For traveling expenses to attend Local Shelter Plan (LSP) Formulation workshop in Dipolog City on November 04 to 08, 2014.	697657	9,280.00	9,280.00				Within the prescribed period
7. Peñalosa, Librada M.	Nov. 11/14	For traveling expenses to attend the PAGBA in Puerto Princesa City, Palawan on November 25 to 29, 2014.	697679	3,625.00	3,625.00				Within the prescribed period

NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	State date of liquidation and reason why if liquidated after the cut-off
8. Pilapilan, Jr., Lecito L.	Sept. 11/14	For traveling expenses to attend meeting regarding AFP/PNP housing projects in Trece Martirez, Cavite City on September 11, 2014.	697303	320.00			320.00		Refunded per O.R.#7298980 dated 11/27/14 due to incomplete supporting documents
9. Salas, Mabel E.	Nov. 11/14	For traveling expenses to attend seminar/workshop on Managing Electronic Records in Baguio City on November 23 to 26, 2014.	697677	4,020.00	4,020.00				Within the prescribed period
10. Serrano, Cristoval	Nov. 15/14	For traveling expenses to attend the 16th Moral Recovery Program National Convention workshop in Tagaytay City on November 13 to 15, 2014.	697646	1,920.00	1,920.00				Within the prescribed period
11. Unite, Corazon M.	Nov. 11/14	For traveling expenses to attend the PAGBA in Puerto Princesa City, Palawan on November 25 to 29, 2014.	697678	3,625.00	3,625.00				Within the prescribed period
II. FOREIGN TRAVEL									
1. Alba, Cecilia S.	Oct. 28/14	For traveling expenses and pre-departure allowance to Seoul, South Korea to attend the "5th Asia Pacific Ministerial Conference on Housing and Urban Development" on November 02 to 08, 2014.	697589	69,417.15	69,417.15				Within the prescribed period
B. Advances to Regular Disbursing Officers									
I. SPECIAL ACTIVITIES/ PROJECTS									
1. Melendres, Ma. Armida F.	Nov. 07/14	To defray various expenses in connection with the conduct of MS Excel training on Data Management regarding housing need and rental computation at the Bay View Park Hotel, Pasay City on November 10 to 12, 2014.	697666	15,000.00	15,000.00				Memorandum instructing her to liquidate the cash advance w/in five (5) days upon receipt for signature of Assec. Wendel E. Avisado
2. Mirador, Ana Liza M.	Aug. 11/14	To defray expenses in connection with the meeting of HABITAT III National Report Sub-Committee on August 12 to 14, 2014.	697133	36,000.00			36,000.00		Demand instructing her to liquidate the cash advance within seventy two (72) hours for signature of Assec. Wendel E. Avisado

NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks State date of liquidation and reason why if liquidated after the cut-off
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	
3. Rivera, Mylene A.	May 07/14	To defray various expenses to be incurred in connection with the conduct of Regional Operations Group (ROG) planning in Calatagan, Batangas on May 14 to 15, 2014.	696609	30,000.00			30,000.00		Liquidation submitted but returned due to incomplete supporting documents
Totals				203,927.15	118,967.15	18,640.00	66,320.00	-	

Certified Correct:

Approved by:

gajscvial
CRISTINE JOY A. SORIA
Accountant III

celia
CECILIA S. ALBA
Secretary General *CA*

VERIFIED BY:
Agapito

TERESITA L. AGAPITO
OIC, AUDIT TEAM LEADER

Note: Memoranda demanding
liquidation were already
signed by Asst. Director &
received by concerned accountable
officers on December 1, 2014.