

**Report on Aging of Cash Advances**  
**Schedule of Advances to Officers and Employees**  
**As of December 31, 2015**

Agency Name: **City of San Fernando Water District**  
 Agency Code:

Book No:  
 Account Title: **Due from Officers and Employees**  
 Account Code: **123**

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel	01/09/2015	CA of Jorge Gumba - incidental expenses to be incurred during PAMAWD Tree Planting & Lakbay Aral in San Pablo City on 9/3/15	15-09-0007	15,000.00	15,000.00	-	-	-	9/9/2015 15-09-0172 15-09-0229
	01/09/2015	CA of Raquel Limlingan - incidental expenses to be incurred during PAMAWD Tree Planting & Lakbay Aral in San Pablo City on 9/3/15	15-09-0008	15,000.00	15,000.00	-	-	-	9/10/2015 15-09-0173 15-09-0245
	23/09/2015	CA of Rocky Dungca- for registration fee & incidental expenses for the Enviro-tech Philippines 2015 on 9/24-25/15	15-09-0119	15,000.00	15,000.00	-	-	-	9/30/2015 15-09-0257 15-09-0307
	09/11/2015	CA of Hizza Mallari- expenses to be incurred for SDC Track II on 11/11-13/15	15-11-0054	10,000.00	10,000.00	-	-	-	11/20/2015 15-11-0150 15-11-0244
	27/05/2015	CA of Jorge Gumba - expenses to be incurred for the American Water Works Assoc. Conference (AWWA) on 6/7-10/15 in California, USA	15-05-0097	89,258.18	-	-	89,258.16	-	8/5/2015 15-08-0190
	27/05/2015	CA of Dir Ferdinand Caylao - expenses to be incurred for the American Water Works Assoc. Conference (AWWA) on 6/7-10/15 in California, USA	15-050169	89,588.82	-	-	89,588.82	-	8/5/2015 15-08-0191

2. Foreign Travel	27/05/2015	CA of Jorge Gumba - registration fee for the American Water Works Assoc. Conference (AWWA) on 6/7-10/15 in California, USA	15-05-0170	44,705.00	-	-	44,705.00	-	8/5/2015 15-08-0189 15-08-0202
	09/09/2015	CA of Dir Antoniette Orejas - travelling allowance for the International Water Assoc. Conference (IWA) in Berlin Germany on 9/13-18/15	15-09-0031	115,142.72	-	115,142.72	-	-	11/03/2015 15-11-0149
	09/09/2015	CA of Ma. Regina Songco - travelling allowance for the International Water Assoc. Conference (IWA) in Berlin Germany on 9/13-18/15	15-09-0032	115,142.72	-	115,142.72	-	-	10/20/2015 15-10-0173
3. Special Activities/ Projects	11/02/2015	CA for Jorge Gumba -Expenses to be incurred during inauguration & blessing of water truck on 2/11/15	15-02-0047	10,500.00	10,500.00	-	-	-	2/23/2015 15-02-0203 15-02-0244
	24/02/2015	CA of Jocelyn Supan-expenses to be incurred for Upcoming CSFWD 38th Anniversary Celebration & blood letting on 3/7/15	15-02-0161	250,000.00	-	250,000.00	-	-	3/26/2015 15-03-0286 15-03-0346
	26/03/2015	CA of Ervin Mallari-expenses to be incurred for World Water Day Forum	15-03-0159	40,000.00	40,000.00	-	-	-	4/7/2015 15-04-0203 15-04-0250
	30/04/2015	CA of Maria Elena De Guzman-expenses to be incurred for CSFWD Mid-Year Assembly on 5/7-9/15	15-04-0193	286,820.00	-	286,820.00	-	-	6/19/2015 15-06-0176 15-06-0271
	30/06/2015	CA of Joanne Canlas- for the procurement of medical kits for the Buntis Party on 7/7/15	115-06-0171	40,000.00	40,000.00	-	-	-	7/31/2015 15-07-0265 15-07-0309

B. Advances to Regular Disbursing Officers									
1. Payroll	None								
2. Seminars/ Conference expenses	28/01/2015	CA of Joanne Canlas - expenses to be incurred for PAWD National Convention on 2/3-5/2015	15-01-0185	20,000.00	20,000.00	-	-	-	2/11/2015 15-02-0202 15-02-0230
	23/03/2015	CA of Joanne Canlas - expenses to be incurred for PWWA National Convention on 3/25-27/2015	15-03-0140	25,000.00	25,000.00	-	-	-	4/7/2015 15-04-0202 15-04-0250
	27/04/2015	CA of Joanne Canlas- incidental expenses to be incurred for GAD Seminar on 4/29-5/2/15	15-04-0167	10,000.00	10,000.00	-	-	-	5/13/2015 15-05-0190 15-05-0263
	15/05/2015	CA of Raquel Limlingan- incidental expenses to be incurred for Cust. Service Seminar on 5/18-19/15	15-05-0093	38,000.00	-	38,000.00	-	-	6/24/2015 15-06-0277 15-06-0317
	20/10/2015	CA of Emmanuel Oñate - incidental expenses to be incurred PWWA Convention in CDO on 10/21-24/15	15-10-0075	25,000.00	25,000.00	-	-	-	10/29/2015 15-10-0176 15-10-0232
<b>TOTALS:</b>				<b>1,254,157.42</b>	<b>225,500.00</b>	<b>805,105.44</b>	<b>223,551.98</b>	<b>0.00</b>	

Certified Correct: MARIA ELENA DE GUZMAN  
DM, Accounting & Budget Division

Approved By: JORGE GUMBA  
General Manager

Verified By: \_\_\_\_\_  
COA Audit Team Leader

Date Submitted: \_\_\_\_\_