

**Annual Report on Aging of Cash Advances
Schedule of Advances to Officers and Employees
Year ended 2017**

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 | | | | Unliquidated | 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 | | |
| Jorge P. Gumba | 14/12/2016 | Incidental expenses incurred during CSFWD Year-End Planning Conference held on Dec. 19-21, 2016 at Baguio City | 16-12-001 | 40,000.00 | - | 40,000.00 | - | - | - | Liquidated. With OR no. 310177 dated 1/31/17 |
| Relly Fajardo | 18/01/2017 | Payment for registration and smoke test of Hyundai Grand Starex SKX 292 | 17-02-001 | 6,000.00 | 6,000.00 | - | - | - | - | Liquidated. With OR no. 310178 dated 2/6/17 |
| Jorge P. Gumba | 30/01/2017 | Incidental expenses incurred during the 38th National Convention of PAWD held on Feb. 1-3, 2017 | 17-02-002 | 30,000.00 | 30,000.00 | - | - | - | - | Liquidated. With OR no. 310179 dated 2/8/17 |
| Jorge P. Gumba | 13/02/2017 | Incidental expenses incurred during board meeting held on Feb. 14, 2017 | 17-02-003 | 15,000.00 | 15,000.00 | - | - | - | - | Liquidated. With OR no. 310182 dated 2/17/17 |
| Jorge P. Gumba | 10/03/2017 | CA for official travel to Japan to attend the "Program for Water Utility Service Industry in the Philippines held on March 19-26, 2017 in Japan | 17-03-001 | 156,004.03 | 156,004.03 | - | - | - | - | Liquidated. |
| Ferdinand Caylao | 15/03/2017 | CA for official travel to Japan to attend the "Program for Water Utility Service Industry in the Philippines held on March 19-26, 2017 in Japan | 17-03-002 | 155,692.27 | 155,692.27 | - | - | - | - | Liquidated. |

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|-----------------|------------|--|------------|-----------|-----------|-----------|---|---|---|---|
| Jose Galicia Jr | 06/04/2017 | CA for incidental expenses incurred during PAMAWD Fun Run held on April 7, 2017 at CDC Clark Parade | 17-04-001 | 10,000.00 | 10,000.00 | | | | | Liquidated. With OR no. 310196 dated 4/12/17 |
| Jose Galicia Jr | 12/04/2017 | CA intended for the renewal of registration of service vehicle honda beat motorcycle SA10104 | 17-04-002 | 3,000.00 | - | 3,000.00 | - | - | - | Liquidated. With OR no. 310211 dated 5/19/17 (6 days due) |
| Rubia Cueva | 24/04/2017 | CA for incidental expenses incurred during the Basic Policy Making, Parliamentary Procedures and Technical Seminar of the Board held April 25-28, 2017 at Widus Hotel, Clarkfield, Pampanga | 17-04-003 | 15,000.00 | 15,000.00 | - | - | - | - | Liquidated. With OR no. 310212 dated 5/19/17 |
| Jose Galicia Jr | 22/05/2017 | CA intended for renewal of registration of service vehicle Hyundai Tucson SKX 256 | 17-06-001 | 6,000.00 | 6,000.00 | - | - | - | - | Liquidated. With OR no. 310218 dated 6/13/17 |
| Rubia Cueva | 22/05/2017 | CA intended for incidental expenses incurred for attending the Seminar Workshop on Detailed Procurement Process, Property & Supply Management & Legal Remedies in Audit & Legislative Matters held on May 23 - 25, 2017 in Cebu City | 17-05-0060 | 10,000.00 | 10,000.00 | - | - | - | - | Liquidated. |
| Jose Tulio | 29/05/2017 | CA intended for allowance and for expenses incurred during the 12th IWA Specialized Conference on Instrumentation, Control and Automation held on June 11-14, 2017 in Quebec City | 17-05-0064 | 91,578.42 | - | 91,578.42 | - | - | - | Liquidated. |
| Rubia Cueva | 02/06/2017 | CA for incidental expenses incurred during the Training-Workshop on Gender Analysis and GAD Planning and Budgeting on June 5-9, 2017 | 17-06-002 | 15,000.00 | 15,000.00 | - | - | - | - | Liquidated. With OR no. 310220 dated 6/16/17 |

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|-----------------|------------|---|------------|------------|------------|----------|---|---|---|--|
| Jorge P. Gumba | 19/06/2017 | CA incidental expenses incurred during the PAWD Manager's Conference held on June 21-22, 2017 at Aziza Paradise Hotel, Puerto Princesa City, Palawan | 17-06-003 | 15,000.00 | 15,000.00 | - | - | - | - | Liquidated. With OR no. 310227 dated 6/27/17 |
| Jorge P. Gumba | 03/07/2017 | CA for incidental expenses for the district's Mid-Year Planning held on July 5-7, 2017 in Camp John Hay, Baguio City | 17-07-0004 | 40,000.00 | 40,000.00 | - | - | - | - | Liquidated. |
| Jorge P. Gumba | 18/07/2017 | CA for incidental expenses incurred during the WEAP 12th National Annual Convention held on July 19-21, 2017 at Crowne Plaza Galleria Manila, Ortigas Center, QC | 17-07-0033 | 20,000.00 | 20,000.00 | - | - | - | - | Liquidated. With OR no. 310236 dated 7/24/17 |
| Jorge P. Gumba | 24/07/2017 | CA for incidental expenses incurred during the PAWD Convergence 2017 held on July 24-26, 2017 at SMX Convention Center, Pasay City | 17-07-0066 | 20,000.00 | 20,000.00 | - | - | - | - | Liquidated. With OR no. 310243 dated 8/2/17 |
| Jose Galicia Jr | 03/08/2017 | CA for the renewal of registration of service vehicle Toyota Grandia AAV-2828 | 17-08-0007 | 5,000.00 | - | 5,000.00 | - | - | - | Liquidated. With OR no. 310255 dated 9/7/17 (4 days due) |
| Abigael Gabriel | 03/08/2017 | CA for incidental expenses incurred during the Seminar on PFRS and RCA held August 7-15, 2017 at Cabanatuan City, Nueva Ecija | 17-08-0008 | 10,000.00 | 10,000.00 | - | - | - | - | Liquidated. |
| Benerito Aldana | 25/08/2017 | CA intended for allowance and for expenses incurred during the 8th IWA Specialized Membrane Technology & Exhibition for Water and Wastewater Treatment and Reuse held on Sept. 5-9, 2017 at Singapore | 17-08-0063 | 186,253.28 | 186,253.28 | - | - | - | - | Liquidated. |
| Ervin Mallari | 25/08/2017 | CA intended for allowance and for expenses incurred during the 8th IWA Specialized Membrane Technology & Exhibition for Water and Wastewater Treatment and Reuse held on Sept. 5-9, 2017 at Singapore | 17-08-0064 | 186,253.28 | 186,253.28 | - | - | - | - | Liquidated. |

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|-------------------|------------|--|------------|------------|------------|------------|---|---|---|---|
| Sonia Soto | 04/09/2017 | CA intended for allowance and for expenses incurred during the 3rd Asia Pacific Feminist Forum held Sept. 7-9, 2017 at Chiang Mai, Thailand | 17-09-0005 | 57,019.45 | 57,019.45 | - | - | - | - | Liquidated. With OR no. 310259 dated 9/22/17 |
| Jocelyn Supan | 06/09/2017 | CA for incidental expenses incurred during Gender and Development (GAD) Seminar held Sepy. 12-13, 2017 at Pradera Verde, Prada Siongco, Lubao | 17-09-0008 | 5,000.00 | 5,000.00 | - | - | - | - | Liquidated. |
| Jose Galicia Jr | 09/10/2017 | Cash advance intended for the renewal of registration of CSFWD service vehicles Isuzu D-Max SKX290 and Toyota Grandia AAV2828 | 17-10-0610 | 12,000.00 | 12,000.00 | - | - | - | - | Liquidated. With OR no. 310273 dated 10/23/17 |
| Jorge P. Gumba | 12/10/2017 | Cash advance intended for miscellaneous expenses to be incurred during board meeting to be held on October 16, 2017 at Oasis Hotel, Angeles City | 17-10-0026 | 20,000.00 | - | 20,000.00 | - | - | - | Liquidated. (28 days due) |
| Rocky Dungca | 12/10/2017 | Cash advance intended for the incidental expenses to be incurred for the 24th PWWA International Conference and Exhibition (Philwater 2017) to be held on October 17-20, 2017 at Hennan Resort, Alona Beach, Bohol | 17-10-0625 | 40,000.00 | 40,000.00 | - | - | - | - | Liquidated. |
| Angelo David | 11/10/2017 | Cash advance for official travel to Nantes, France to attend the International IWA Conference on Sustainable Solutions for Small Water and Wastewater Treatment Systems held October 22-26, 2017 | 17-10-0025 | 144,849.92 | - | 144,849.92 | - | - | - | Liquidated. |
| Ma. Regina Songco | 09/11/2017 | Cash advance intended for incidental expensesto be incurred for the IWA Water and Development Congress & Exhibition 2017 held November 13-16, 2017 at Buenas Aires, Argentina | 17-11-0003 | 103,689.60 | 103,689.60 | - | - | - | - | Liquidated. |

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|-------------------|------------|---|------------|---------------------|---------------------|-------------------|-------------|-------------|-------------|--|
| Jocelyn Supan | 20/11/2017 | Cash advance intended for incidental expenses to be incurred for the GAD activity (Rage Pinay vs Violence Against Women) held on November 24, 2017 at Souq Restaurant, CSFP | 17-11-0032 | 20,000.00 | 20,000.00 | - | - | - | - | Liquidated. With OR no. 310288 dated 12/4/17 |
| Ma. Regina Songco | 05/12/2017 | Cash advance intended for miscellaneous expenses to be incurred for the 2017 CSFWD Year-End Assembly | 17-12-0009 | 200,000.00 | 200,000.00 | - | - | - | - | Liquidated. |
| TOTALS: | | | | 1,638,340.25 | 1,333,911.91 | 304,428.34 | 0.00 | 0.00 | 0.00 | 0.00 |

Certified Correct: ERVIN F. MALLARI
Department Manager, Finance

Approved By: JORGE GUMBA
General Manager

Verified By: _____
COA Audit Team Leader

Date Submitted: _____