

**Report on Ageing of Cash Advances
Schedule of Advance to Officers and Employees
FY 2016
As of November 15, 2016**

COMMISSION ON AUDIT
OFFICE OF THE AUDITOR
RECEIVED BY: *JF*
DATE: *11/29/2016*
National Book Development Board

Department: DEPARTMENT OF EDUCATION (DEPED)
Agency Name: NATIONAL BOOK DEVELOPMENT BOARD (NBDB)

Account Title: Due from Officers & employees/ Advances to SDO
Account Code: 10305020

Name	Date of CA granted	Particulars	Reference	Total Amount	AMOUNT DUE				Remarks
					CURRENT				
					less than 30 days	31 - 90 days	91-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Petty Expenses									
Rhonnell C. Dacio	6-Jan-16	Cash advance for the establishment of Petty Cash Fund (PCF) under general services	ADA No. 101-01-001-2016	30,000.00		30,000.00			on a replenishable basis to be liquidated at year-end
Rita A. Quinto	7-Jan-16	Cash advance for the establishment of Petty Cash Fund (PCF) to defray representation for official meetings/functions	ADA No. 101-01-002-2016	10,000.00		10,000.00			on a replenishable basis to be liquidated at year-end
Jayson B. Ramos	15-Jan-16	Cash advance for the establishment of Petty Cash Fund (PCF) to defray expenses for office supplies and materials	ADA No. 101-01-007-2016	20,000.00		20,000.00			on a replenishable basis to be liquidated at year-end
2. Special Activities/Projects									
Julieta D. Polvorosa	25-Oct-16	Cash Advance for the conduct of Training on Writing Children's Books (Booklatan sa Bayan) on Nov. 3-4, 2016	ADA No. 101-10-154-2016	21,400.00	21,400.00				to be liquidated no later than 2 December 2016
Ihna Marie E. Embalzado	25-Oct-16	Cash Advance for mailing expense and payment for services rendered as contributing writers of Bookwatch Vol. 20 No. 3	ADA No. 101-10-157-2016	21,500.00	21,500.00				Liquidated on 16 November 2016; LR No. 2016-11-050
Deborah Rosalind D. Nieto	10-Nov-16	Cash Advance for the conduct of training/workshop on Creative Writing with the various key stakeholders of the Publishing Community in Region III as part of the Booklatan sa Bayan on November 15-17, 2016 to be held in Central Luzon State University, Science City of Muñoz, Nueva Ecija	ADA No. 101-11-165-2016	21,700.00	21,700.00				to be liquidated no later than 16 December 2016
Gretef U. Abiling	11-Nov-16	Cash advance for token of appreciation for invited speaker of Bata Ako Conference	ADA No. 101-11-166-2016	4,500.00	4,500.00				Liquidated on 23 November 2016; LR No. 2016-11-054
B. Advances to Officers & Employees (Travel)									
Flor Marie Sta. Romana-Cruz	23-Sep-16	Cash Advance for travel to Frankfurt, Germany to attend the 2016 Frankfurt Book Fair from October 16-24, 2016	ADA No. 101-09-133-2016	77,097.98		77,097.98			to be liquidated no later than 23 December 2016
Ma. Karina A. Bolasco	5-Oct-16	Cash Advance for travel to Frankfurt, Germany to attend the 2016 Frankfurt Book Fair from October 17-24, 2016	ADA No. 101-10-140-2016	112,518.48		112,518.48			to be liquidated no later than 23 December 2016
Anna Katarina B. Rodriguez	7-Oct-16	Cash Advance for travel to Frankfurt, Germany to attend the 2016 Frankfurt Book Fair from October 16-26, 2016	ADA No. 101-10-142-2016	105,765.21	105,765.21				Liquidated on 18 November 2016; LR No. 2016-11-051
Ruel S. De Vera	10-Oct-16	Cash Advance for travel to Frankfurt, Germany to attend the 2016 Frankfurt Book Fair from October 17-25, 2016	ADA No. 101-10-143-2016	82,691.50		82,691.50			to be liquidated no later than 23 December 2016
Deborah Rosalind D. Nieto	11-Oct-16	Cash Advance for travel to Frankfurt, Germany to attend the 2016 Frankfurt Book Fair from October 16-26, 2016	ADA No. 101-10-143-2016	105,765.21	105,765.21				Liquidated on 18 November 2016; LR No. 2016-11-052
GRAND TOTAL				612,938.38	280,630.42	332,307.96			

Certified Correct:

[Signature]
GODWIN AUSTEN O. MIJARES
Accountant III

Approved by:

[Signature]
ANNA KATARINA B. RODRIGUEZ
Deputy Executive Director

Verified by:

[Signature]
MA. CRISTINA B. VILLANUEVA
COA Resident Auditor
Audit Team Leader

Subject to post-audit