

**Report on Ageing of Cash Advances
Schedule of Advance to Officers and Employees
FY 2017
(November 15, 2017 Cutoff)**

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

Name	Date of CA granted	Particulars	Reference	Total Amount	AMOUNT DUE			Remarks
					less than 30 days	CURRENT 31 - 90 days	Over 91-365 days	
A. Advances for Special Purposes								
1. Petty Expenses								
Jayson B. Ramos	11-Jan-17	Cash advance for the establishment of Petty Cash Fund (PCF) to defray expenses for office supplies and materials	ADA No. 101-01-001-2017	20,000.00				on a replenishable basis to be liquidated at year-end
Rhonmil C. Dacio	11-Jan-17	Cash advance for the establishment of Petty Cash Fund (PCF) under general services	ADA No. 101-01-001-2017	30,000.00				on a replenishable basis to be liquidated at year-end
Minda D. Reyes	2-May-17	Cash advance for the establishment of Petty Cash Fund (PCF) to defray representation for official meetings/functions	ADA No. 101-05-053-2017	20,000.00				on a replenishable basis to be liquidated at year-end
2. Special Activities/Projects								
Leonor G. Reyes	8-Nov-17	Cash advance for the conduct of Training Workshop for Regional Illustrators of K to 12 Learning Resources in Davao City on November 20-24, 2017	ADA No. 101-11-130-2017	19,440.00				
Anthony John B. Balisi	8-Nov-17	Cash Advance for the conduct of 2 Read Aloud Sessions on November 17 and 20, 2017	ADA No. 101-11-130-2017	16,700.00				
B. Advances to Officers & Employees (Travel)								
Jerry G. Tizon	28-Sep-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-09-115-2017	148,026.18				
Anna Katarina B. Rodriguez	28-Sep-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-09-115-2017	148,026.18				
Flor Marie Sta. Romana-Cruz	28-Sep-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-09-115-2017	148,026.18				
Joy Joseite L. Lachica	28-Sep-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-09-115-2017	148,026.18				
Ani Rosa S. Almarino	28-Sep-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-09-116-2017	148,026.18				
Camille Nathalia C. Martinez	6-Oct-17	Cash advance for travel expenses in attendance to Frankfurt Book Fair 2017 held last October 10-15, 2017	ADA No. 101-10-119-2017	148,026.18				
GRAND TOTAL				994,297.08	924,297.08	70,000.00		

Certified Correct:

CODWIN AUSTEN O. MIJARES
Accountant III

Approved by:

[Signature]
Executive Director III

Verified by:

[Signature]
COA Resident Auditor
Subject to post-audit

COMMISSIONER ON AUDIT
OFFICE OF THE AUDITOR
RECEIVED BY: *Jo*
DATE: *12/1/2019*
National Book Development Board

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