



**Annex 3-Report on Ageing of Cash Advance
Schedule of Advances to Officers & Employees
As of November 15, 2017**

Agency Name: **BATANGAS STATE UNIVERSITY**
Agency Code: **A-4989**

Book Title:
Account Title: **Advances to Officers and Employees, Advances for Payroll
Advances to Special Disbursing Officer & Advances for Operating Expenses**
Account Code: **1990104000, 1990102000, 1990103000 & 1990101000**

Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
A. Advances for Special Purpose										
I. LOCAL TRAVEL										
Ephraim Gabriel De Mesa	Exp incurred in attending the PSSE Midyear National Convention 2017 at Widus Hotel & Casino, Clark Pampanga on May 25-27, 2017	F101	6,960.00	5/25/2017				6,960.00		No documents forwarded to Accounting Office
Jerick Pecaso	Exp. incurred in 26th PIEP National Convention at Seda Vertis North, Quezon City on November 7-9, 2017.	F101	10,988.00	10/26/2017		10,988.00				No documents forwarded to Accounting Office
Marielli Katherine Untalan	Exp. incurred in "1st National Coffee Education Congress" at Cavite State University, Indang Cavite on November 6-9, 2017	F101	5,140.00	11/2/2017		5,140.00				Liquidation still in process
Randy Manimtim	Exp incurred in the Local Intramurals 2017 to be held at Lipa Campus on September 28-30, 2017	F164	41,934.50	9/28/2017		41,934.50				Liquidation still in process
Jonelyn Sandoval	Exp. incurred in the CAS Benchmarking Activity 2017 at University of Northern Phils. Vigan, Ilocos Sur, Pangasinan State University Lingayen Pangasinan on October 25-27, 2017	F164	14,200.00	10/11/2017		14,200.00				Forwarded to Internal Audit
Bendalyn Landicho	Exp for the purchase of laboratory supplies/materials to be used for the repair and replacement of spare parts of kitchen equipment at CABEIHM Kitchen Laboratory	F164	42,430.00	10/9/2017		42,430.00				Returned Cash Advance per OR#1403532 dated Nov. 3, 2017
May Gonzales	Exp. incurred during the Local Research Colloquium at BatStateU Balayan on October 30, 2017.	F164	15,530.00	10/20/2017		15,530.00				Forwarded to Internal Audit
Total Forwarded - - -			137,182.50		-	130,222.50	-	6,960.00	-	

(FINAL COPY)

Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
Total Forwarded - - -			137,182.50		-	130,222.50	-	6,960.00	-	
Luisa Macatangay	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Mark Jon Fel Rayos	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Jefferson Cañada	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Jeffrey Sarmiento	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Carol Biklin Macabagdal	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Lloyd Macatangay	Exp. to be incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F164	7,400.00	11/7/2017	7,400.00					
Jeleen Mangubat	Exp incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F101	7,400.00	11/8/2017	7,400.00					
Xyza Gay Lyzyll Mazo	Exp incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F101	7,400.00	11/8/2017	7,400.00					
Ria Castillo	Exp incurred in attending the "18th PSITE Regional Conference on IT Education" at Hotel Supreme Convention Magsaysay Avenue, Baguio City on November 12-15, 2017	F101	7,400.00	11/10/2017	7,400.00					
Antonette Geron	Registration fee during the "44th Annual Convention of the Philippine Society of Biochemistry and Molecular Biology (44th PSBMB) at Taal Vista Hotel, Tagaytay City on November 27-30, 2017	F101	7,440.00	11/14/2017	7,440.00					
Maria Christina Bernadette Aguba	Exp incurred in "2017 PENZA Convention" to be held at EDSA Shangri-La Hotel, Mandaluyong City on November 19-21, 2017	F101	7,074.00	11/14/2017	7,074.00					
Analyn Cueto	Exp incurred in IEEE 42nd Annual Convention with the theme " Sustaining Growth Initiatives for Global Excellence to be held on November 16-19,2017 at SMX Convention Center, Mall of Asia, Pasay City	F101	5,150.00	11/14/2017	5,150.00					
Mario Baxa	Exp incurred in IEEE 42nd Annual Convention with the theme " Sustaining Growth Initiatives for Global Excellence to be held on November 16-19,2017 at SMX Convention Center, Mall of Asia, Pasay City	F101	5,150.00	11/14/2017	5,150.00					
Lorena Mendoza	Exp incurred in "2017 PSPA International Conference of the Philippine Society for Public Administration (PSPA) to be held at BSA Twin Towers Hotel, Bank Drive Ortigas Center, Mandaluyong City on November 16-18, 2017	F101	7,840.00	11/15/2017	7,840.00					
Total Forwarded - - -			236,436.50		99,254.00	130,222.50	-	6,960.00	-	

Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
Total Forwarded - - -			236,436.50		99,254.00	130,222.50	-	6,960.00	-	
Gerard Remo	Exp incurred in attending the PESO Managers' Summit at NDN Hotel, Barangay Aya, Talisay, Batangas on November 8-9, 2017	F101	2,510.00	11/7/2017		2,510.00				Liquidated 11/17/2017
Carmela Macatangay	Exp incurred in "Property and Supply Management System" at COA Regional Office, Quezon City on November 7-10, 2017	F101	11,018.00	11/2/2017		11,018.00				Forwarded to Internal Audit
Divina Gracia Ronquillo	Exp incurred in attending "Advancing CDIO Workshop 2: Innovating CDIO Skillsets" to be held at Cagayan State University, Cagayan on November 6-9, 2017	F101	16,868.00	11/3/2017		16,868.00				Liquidated 11/20/2017
Elenor Reyes	Exp incurred in the seminar entitled "Innovating CDIO Teaching and Learning: Developing appropriate teaching and assesment approaches that stimulate active student learning in achieving the intended CDIO learning outcomes at Cagayan State University, Tuguegarao City on November 6-9, 2017	F101	16,600.00	11/3/2017		16,600.00				Forwarded to Internal Audit
Anita Aquino	Exp incurred in attending the seminar on "1st National Conference on Chemical Laboratories" at Century Park Hotel Manila on November 28-29, 2017	F101	6,854.00	11/7/2017	6,854.00					
Jessie Montalbo	Exp incurred in attending in the seminar "PSITE Region IV 18th Regional Conference on Information Technology (IT) Education" at Hotel Supreme Convention Plaza, Magsaysay Avenue Baguio City on November 12-15, 2017	F101	7,400.00	11/7/2017	7,400.00					
Jannah Rayos	Exp incurred in attending in the seminar "PSITE Region IV 18th Regional Conference on Information Technology (IT) Education" at Hotel Supreme Convention Plaza, Magsaysay Avenue Baguio City on November 12-15, 2017	F101	2,758.00	11/7/2017	2,758.00					
Dioneces Alimoren	Exp incurred in attending in the seminar "PSITE Region IV 18th Regional Conference on Information Technology (IT) Education" at Hotel Supreme Convention Plaza, Magsaysay Avenue Baguio City on November 12-15, 2017	F101	2,758.00	11/7/2017	2,758.00					
Dino Delos Reyes	Exp incurred in attending in the seminar "PSITE Region IV 18th Regional Conference on Information Technology (IT) Education" at Hotel Supreme Convention Plaza, Magsaysay Avenue Baguio City on November 12-15, 2017	F101	2,758.00	11/7/2017	2,758.00					
Marizel Villanueva	Exp incurred in attending in the seminar "PSITE Region IV 18th Regional Conference on Information Technology (IT) Education" at Hotel Supreme Convention Plaza, Magsaysay Avenue Baguio City on November 12-15, 2017	F101	7,400.00	11/8/2017	7,400.00					
Anela Salvador	Exp incurred in "67th IECEP Annual General Membership Meeting "Enhancing Capabilities of Globally Competitive Electronics Engineers" at Subic Bay Exhibition and Convention Center, Subic Bay Gateway Park on November 23-25, 2017	F101	6,720.00	11/10/2017	6,720.00					
Mary Grace Iniego	Exp incurred in "67th IECEP Annual General Membership Meeting: "Enhancing Capabilities of Globally Competitive Electronics Engineers" at Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone on November 23-25, 2017	F101	6,720.00	11/10/2017	6,720.00					
Total Forwarded - - -			326,800.50		142,622.00	177,218.50	-	6,960.00	-	

Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
Total Forwarded - - -			326,800.50		142,622.00	177,218.50	-	6,960.00	-	
Romeo De Castro	Exp incurred in IIEE 42nd Annual Convention with the theme " Sustaining Growth Initiatives for Global Excellence to be hld on November 16-19,2017 at SMX Convention Center, Mall of Asia, Pasay City	F101	5,150.00	11/14/2017	5,150.00					
Edzel Gamab	Exp incurred in IIEE 42nd Annual Convention with the theme " Sustaining Growth Initiatives for Global Excellence to be hld on November 16-19,2017 at SMX Convention Center, Mall of Asia, Pasay City	F101	5,150.00	11/14/2017	5,150.00					
Maria Lourdes Balansay	Exp incurred in IIEE 42nd Annual Convention with the theme " Sustaining Growth Initiatives for Global Excellence to be hld on November 16-19,2017 at SMX Convention Center, Mall of Asia, Pasay City	F101	5,150.00	11/14/2017	5,150.00					
Mark Emmanuel Magsino	Exp incurred in "2017 PSPA International Conference of the Philippine Society for Public Administration (PSPA) to be held at BSA Twin Towers Hotel, Bank Drive Ortigas Center, Mandaluyong City on November 16-18, 2017	F101	7,840.00	11/15/2017	7,840.00					
Lorena Mendoza	Exp incurred in "2017 PSPA International Conference of the Philippine Society for Public Administration (PSPA) to be held at BSA Twin Towers Hotel, Bank Drive Ortigas Center, Mandaluyong City on November 16-18, 2017	F101	7,840.00	11/15/2017	7,840.00					
						-				
	Sub Total		357,930.50		173,752.00	177,218.50	-	6,960.00	-	
2. FOREIGN TRAVEL										
Manilyn Calapatia	Exp. incurred during the BatStateU Petrobowl Championship in Annual Technical Conference and Exhibition (ATCE 2017) to be held in San Antonio Texas, USA on October 6-13, 2017	F164	100,859.97	10/4/2017			100,859.97			Liquidated 11/17/2017
Ralph Gerard Sangalang	Exp incurred in the Taiwan Faculty Immersion Project "IC Design Immersion Project in Taiwan" on August 31-December 1, 2017	RTF	463,500.00	8/25/2017	463,500.00					
	Sub Total		564,359.97		463,500.00	-	100,859.97	-	-	
3. SPECIAL ACTIVITIES/PROJECTS										
John Richard Esguerra	Exp incurred in Extension Project re : LARGA Mabini : Lindol Adapataion & recovery with Geo-hazard Assessment for Mabini on April 24-June 24, 2017	F164	17,000.00	6/2/2017				17,000.00		No documents forwarded to Accounting Office
Michelle del Rosario	Exp to be incurred in the extension project re: Kuko para sa Pagbabago: A livelihood Training in Manicure and Pedicure" to be held at Balayan, Batangas on December 2017	F164	24,440.00	10/11/2017	24,440.00					No documents forwarded to Accounting Office
Persius Garcia	Exp incurred in the extension project re: Seminar-Workshop on Basic Table Skirting at BatStateU Rosario on October 7-21, 2017	F164	39,515.00	10/12/2017	39,515.00					Liquidated 11/15/2017
Total Forwarded - - -			80,955.00		63,955.00	-	-	17,000.00	-	

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Total Forwarded - - -			80,955.00		63,955.00	-	-	17,000.00	-	
Bryan Macasaet	Exp. incurred in the extension project re: Basic Electronics Modular Training Program at BatStateU Rosario on October 7-November 4, 2017	F164	55,615.00	10/18/2017		55,615.00				No documents forwarded to Accounting Office
Myrna Garcia	Exp. incurred during the extension project re : "Give Blood, Save Lives" Blood Letting Activity 2017 at Lobo Batangas on November 8, 2017	F164	25,000.00	10/20/2017		25,000.00				No documents forwarded to Accounting Office
Ma. Luz Sanchez	Exp. incurred in the extension project re: Seminar/Training on Livelihood Management at Balayan Batangas on October 25-26, 2017	F164	15,685.00	10/24/2017		15,685.00				Liquidated 11/17/2017
Joeven Santos	Exp. incurred to conduct the annual local intramurals anchored with the theme The Clash of the Houses of Excellence: "The Battle of the Brave, the Wise and the Fair" at Rosario Campus Gymnasium on October 25-27, 2017	F164	52,395.00	10/25/2017		52,395.00				No documents forwarded to Accounting Office
Mario Bukas	Exp incurred in the Accreditation Survey Visits for Main I and II on November 20-25, 27-30, 2017	F164	40,200.00	11/2/2017	40,200.00					
Tirso Ronquillo	Exp incurred for the payment of professional fee during the screening as University Professor to be held at PASUC Office, Sacred Heart Quezon City on November 6, 2017	F164	12,000.00	11/3/2017		12,000.00				Liquidated 11/17/2017
Mario Eborá	Exp incurred for prepaid cards to be used by different officials of the University for the 4th Quarter of 2017	F164	47,880.00	11/6/2017	47,880.00					Liquidated 11/17/2017
Micah Aleyah Acuzar	Exp. incurred during the meeting of the Search Committee for the Private Sector Representative at Conference Room, 4th Floor, HEDC Building, Commission on Higher Education, U.P. Diliman Quezon City on November 9, 2017 .	F164	21,000.00	11/7/2017		21,000.00				Liquidated 11/17/2017
Marilou Vera	Exp incurred during the Extension Project re: Training Workshop on First Aid with Forum on Climate Change cum Disaster Risk Reduction Management to be held at Rosario, Batangas on November 13-14, 2017	F101	30,100.00	11/10/2017		30,100.00				No documents forwarded to Accounting Office
Cecil Dimasacat	Exp incurred in BatStateU's participation in the STRASUC Culture and the Arts Festival 2017 which will be held at Marinduque State College (MSC), Brgy. Tanza Boac Marinduque from November 13-17, 2017	F164	292,380.00	11/10/2017	292,380.00					No documents forwarded to Accounting Office
Joseph Mendoza	Exp incurred in BatStateU's participation in the STRASUC Culture and the Arts Festival 2017 which will be held at Marinduque State College (MSC), Brgy. Tanza Boac Marinduque from November 13-17, 2017	F164	45,000.00	11/10/2017	45,000.00					No documents forwarded to Accounting Office
Julieta Villavicencio	Purchase of additional school supplies and other items for the University Shop on November 6, 2017	F163	77,080.00	10/27/2017		77,080.00				Liquidated 11/17/17
Sub Total			795,290.00		489,415.00	288,875.00	-	17,000.00	-	

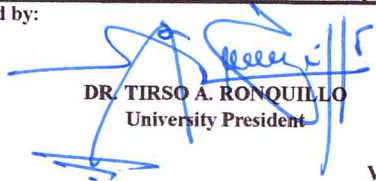
Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
B. Advances to Regular Disbursing Officers										
1. PAYROLL										
Susan Datingaling-Disbursing Officer	Payment for honorarium of Part Time Instructor for the month of August to October 2017	F164	7,465.72	10/27/2017		7,465.72				Liquidated 11/4/2017
Susan Datingaling-Disbursing Officer	Payment for honorarium of Part Time Instructor for the month of August to September 2017	F164	41,315.40	11/7/2017		41,315.40				Liquidated 11/20/2017
Susan Datingaling-Disbursing Officer	Payment for Honorarium as Partime Instructor for the month of May to October 2017	F101	123,960.17	11/9/2017		123,960.17				Liquidated 11/24/2017
Sub Total			172,741.29		-	172,741.29	-	-	-	
2. SEMINAR/CONFERENCE										
Sub Total			-		-	-	-	-	-	
3. EXPENSES										
Susan Datingaling-Disbursing Officer	Student Assistant Allowance for the period Aprilk, May, August and September 2017	F164	101,119.75	11/13/2017		101,119.75				Liquidated 11/28/2017
Sub Total			101,119.75		-	101,119.75	-	-	-	
4. OTHERS										
Susan Datingaling-Disbursing Officer	Payment for Food Assistance of BatStateU Delegation for the USCAA Tournament 2017 Opening Ceremony on October 12, 2017 at Batangas City	F164	1,320.00	10/5/17		1,320.00				Liquidated 11/14/2017
Susan Datingaling-Disbursing Officer	Payment for diem of CAS Faculty "Benchmarking at University of Northern Philippines and Pangasinan State University at Vigan Ilocos Sur on October 25-27,2017	F164	30,000.00	10/18/17		30,000.00				Liquidated 11/16/2017
Susan Datingaling-Disbursing Officer	Payment for diem and Transportation Allowance of BatStateU STRASUC Combative Athletes for the 3 days University-Wide stay-in-training and actual competition on October 19-24,2017 at BatStateU Main Campus I, Batangas City	F164	4,950.00	10/25/17		4,950.00				Liquidated 11/7/2017
Total Forwarded - - -			36,270.00		-	36,270.00	-	-	-	

Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation
						Less than 30 days	31-60 days	61-365 days	over 1 year	
Total Forwarded - - -			36,270.00		-	36,270.00	-	-	-	
Susan Datingaling-Disbursing Officer	Payment for per diem of BatStateU Delegation for STRASUC Combative Competition on October 22-24, 2017 at BatStateU Main Campus I	F164	3,750.00	10/25/17		3,750.00				Liquidated 11/7/2017
Susan Datingaling-Disbursing Officer	Payment for Honorarium of the Members of the Documentation Committee (2017 International Research Conference Innovations, Engineering Science & technology) September 27-29, 2017	F164	16,000.00	11/3/17		16,000.00				Liquidated 11/20/2017
Susan Datingaling-Disbursing Officer	Payment for allowance during Faculty Lakbay-Aral 2017 to be held at Bulacan State University and Pangasinan State University on November 15-17, 2017	F101	120,000.00	11/7/17		120,000.00				Liquidated 11/20/2017
Susan Datingaling-Disbursing Officer	Payment for Honorarium of the Members of the Documentation Committee (2017 International Research Conference Innovations, Engineering Science & technology) September 27-29, 2017	F164	305,500.00	11/10/17		305,500.00				Liquidated 11/24/2017
Susan Datingaling-Disbursing Officer	Payment of honorarium for the Make-up Artists of the Performers in the 2nd STRASUC Culture & Arts Festival 2017 to be held at Marinduque State College Boac Marinduque on November 14-17, 2017	F164	12,000.00	11/10/17		12,000.00				Liquidated 11/24/2017
Sub Total			493,520.00		-	493,520.00	-	-	-	
GRAND TOTAL			2,484,961.51		1,126,667.00	1,233,474.54	100,859.97	23,960.00	-	

Certified Correct:


LOLITA M. ATIENZA
 Director for Financial Services/Accountant III

Approved by:


DR. TIRSO A. RONQUILLO
 University President

Verified by:

MARCELINA LETICIA MAQUIMOT
 State Auditor IV