

Report of Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 30, 2016

Annex 8

Agency Name: QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION
Agency Code:

Book No. : _____
Account Title : _____
Account Code : _____

Office	Name	Date Cash Advance 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	
Head Office	A. ADVANCES FOR SPECIAL PURPOSES									
	1. Local Travel									
	Rico M. Bonalos	10.20.16	Travel - Region IX & XI - Oct. 4 - Nov. 3	DV#16-10-0588	24,670.00		24,670.00			Unliquidated
	Jose E. Quebec	10.21.16	Travel - Batangas - Oct. 4 -29	DV#16-10-0594	6,100.00		6,100.00			Partially liquidated; under process
	Joseph R. Ocumen	10.25.16	Travel - Pampanga - Oct. 26 - 28	DV#16-10-0600	2,830.00		2,830.00			Unliquidated
	Adolfo G. Manalese	11.04.16	Travel - Batangas - Nov. 7 -11	DV#16-11-0634	2,373.00	2,373.00				Partially liquidated; under process
	B. ADVANCES TO REGULAR DISBURSING OFFICERS									
	1. Seminar/Conference									
	Ma. Georgina R. Hernandez (COA)	11.17.16	Conference Fee - Nov. 21 - 25	DV#16-11-0660	8,000.00	8,000.00				Unliquidated
	2. Others									
	Edlyn Langit		Petty Cash Fund		50,000.00		30,000.00			Returned P20,000 per OR#60879 dtd 8/25/16
	Gliceria A. Malana		Petty Cash Fund		30,000.00		30,000.00			Unliquidated
NCR	A. ADVANCES FOR SPECIAL PURPOSES									
	1. Local Travel									
	Aniel Urbina	10/31/2000	travel - Occ. Mindoro	02-10-03467	6,000.00			6,000.00		Unliquidated
	Arsenio delos Reyes	11/30/2002	travel - Baguio	02-11-03706	3,174.00			3,174.00		Unliquidated
	Marissa Racca	3/31/2003	travel - Baguio	03-03-0435	834.25			834.25		Unliquidated
	Rhona Marie Anover	3/31/2003	travel - Baguio	03-03-0440	1,540.00			1,540.00		Unliquidated
	Raymond Cedro	3/31/2003	travel - Baguio	03-03-0446	750.00			750.00		Unliquidated
	Demetrio Pangilinan	3/31/2003	travel - Baguio	03-03-0447	8.10			8.10		Unliquidated
	Demetrio Pangilinan	10/31/2003	travel - Occ. Mindoro	03-10-1244	1,100.00			1,100.00		Unliquidated
	Marissa Racca	5/31/2006	travel - Baguio	06-05-0278	15,000.00			15,000.00		Unliquidated
	Jessie Mendoza	8/31/2007	travel - Occ. Mindoro	07-08-0275	7,780.00			7,780.00		Unliquidated

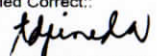
Office	Name	Date Cash Advance Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	B. ADVANCES TO REGULAR DISBURSING OFFICERS									
	1. Payroll									
	Ma. Elena R. Clidoro	11/15/2005	payroll rice allowance - Nov. 2005	05-11-0842	5,000.00				5,000.00	Unliquidated
	2. Seminar/Conference									
	Ma. Elena R. Clidoro	11/4/2003	Purchase of food and drinks	03-11-0259	600.00				600.00	Unliquidated
	Roland Guzman	3/31/2003	Purchase of food	03-03-0334	7,000.00				7,000.00	Unliquidated
	Raul Uy	12/31/003	Purchase of food	03-12-1307	5,000.00				5,000.00	Unliquidated
	Raul Uy	5/31/2005	Purchase of food	05-05-0273	3,000.00				3,000.00	Unliquidated
	Ruth Chispa	1/31/2004	Purchase of food	04-01-0065	173,930.85				173,930.85	Unliquidated
	3. Expenses									
	Lucia C. Quilondrino	8/31/2003	Trucking and miscellaneous expense	VRJ 04-08-0395	6,000.00				6,000.00	Unliquidated
	Raul Uy	9/30/2004	Snacks & miscellaneous expense	VRJ 04-09-0422	4,000.00				4,000.00	Unliquidated
	Ma. Elena R. Clidoro	11/5/2003	postage - notice of dishonored checks	03-11-0262	1,000.00				1,000.00	Unliquidated
	Ma. Elena R. Clidoro	1/26/2005	purchase of spare parts	05-01-0040	2,000.00				2,000.00	Unliquidated
	Romeo Mabazza	1/5/2007	purchase of spare parts	07-01-0015	3,000.00				3,000.00	Unliquidated
	Roland Guzman	2/28/007	repair of vault	07-02-0064	100.00				100.00	Unliquidated
	Roland Guzman	3/31/2008	registration of service vehicle	08-03-0064	4,000.00				4,000.00	Unliquidated
	Melchor Aquino	7/31/2003	purchase of engine oil	03-07-0866	1,000.00				1,000.00	Unliquidated
	Roland Guzman	3/31/2009	registration of service vehicle		3,500.00				3,500.00	Unliquidated
	Reg.'I Offices									
	RO I	NONE								
	RO II	NONE								
	RO III	28-Oct.-16	Salaries of Permanent & COS of JO for the period Oct. 16-31, 016	16-10-033	97,953.51	97,953.51				liquidated as of Oct. 31, 016
		16-Nov.-16	Payment of cellcard allowance for the month of Oct. & Nov. 2016	16-11-0252	4,800.00	4,800.00				liquidated as of Nov. 31, 2016
			Salaries of Permanent & COS of JO for the period Nov. 1-15, 2016	16-11-0254	108,754.25	108,754.25				liquidated as of Nov. 31, 2016
		29-Jul-16	Cash Advance of Jose A. Lagrimas re: Relocation Allowance in lieu of his transfer to Central Office- ASD-NCR	16-07-160	2,400.00	2,400.00				liquidated as of July 31, 2016
			Cash Advance of Wilma G. Duran re: Registration of MV Plate # SHH-519	16-08-193	2,800.00	2,800.00				liquidated as of Sept. 31, 2016
			Cash Advance of Wilma Duran for the purchase and labor cost for the construction of additional stockroom	16-10-0223	8,553.00	8,553.00				liquidated as of Oct. 31, 2016
		4-Nov.-16	Cash Advance of Larry R. Luciano re: Electronic copy on foreclosed properties of Nueva Ecija	16-11-0243	4,000.00	4,000.00				unliquidated

Office	Name	Date Cash Advance 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	
RO IV	A. Advances for Special Purposes									
	1. Local Travel									
	Jackuelyn Atuel	2005-12-07	Travel to Palawan District Office dtd. Dec. 12-14, 2005	CKDJ# 05-12-0432	689.15				689.15	AWOL
	Lorenzo Toleos	2005-12-07	Travel to Palawan District Office dtd. Dec. 12-14, 2005	CKDJ# 05-12-0433	8,685.00				8,685.00	AWOL
	Alejandro M. Hibek	2016-11-09	Travel to Quezon Province dtd. Nov. 16-17, 2016	CKDJ# 16-11-1375	1,040.00	1,040.00				Current
RO V	NONE									
RO VI	B. Advances to Regular Disbursing Officers									
	1. Payroll									
	Carl John M. Capay	11/15/2016	Wages of Job Order Employees for Nov. 1-15, 2016	V#15-11-265 Check # 700511	37,039.91	37,039.91				Liq. Is being done before the end of the month
	3. Petty Expenses									
	Carl John M. Capay	11/26/2016	Petty Cash Fund for CY 2016	vo# 16-01-020 Check# 830236						Continuing liquidation is being done
RO VII	No report submitted									
RO VIII	A. Advances for Special Purposes									
	1. Local Travel									
	Eriberto M. Suyom, Jr.	2016-06-20	Travel Expense		10,092.00			10,092.00		Still unliq.; seminar was cancelled
	Analya Yap	2016-07-19	Travel Expense	Check # 899543	1,920.00	1,920.00				Liquidated 8/25/2016
		2016-08-01	Travel Expense	Check # 899556	425.00	425.00				Liquidated 8/10/16
	Nemesio Pagatpat	2016-08-23	Travel Expense	Check # 899584	1,920.00	1,920.00				Liquidated 8/30/2016
		2016-09-13	Travel Expense	Check # 899600	1,920.00		1,920.00			Liquidated 10/16
	Paul de Paz	2016-09-13	Travel Expense	Check # 984801	1,920.00		1,920.00			Liquidated 10/16
	B. Advances to Regular Disbursing Officers									
	Toleza, Jerwin	2008	Filing of small claims; cases of defaulting borrowers	DOE Schedule	29,655.00				29,655.00	Resigned
	Quitonio, Alvin	2007	Gasoline refill	DOE Schedule	5,010.00				5,010.00	Non-renewal of S.O. 2007
	Cababat, Nelson	2012	Filing of small claims; cases of defaulting borrowers		16,982.00				16,982.00	Non-renewal of S.O. 2012
	Various payees				83,073.29				83,073.29	Untraceable Cash Advances docs. due to Typhoon Yolanda
RO IX	Karl Vladimir C. Arbon	-	-	ARJ# 2006-03-R09-119	6,000.00				6,000.00	
				ARJ# 2006-03-R09-119	3,600.00				3,600.00	
				DV# 02-07-01622; 05-04-0574	9,600.00				9,600.00	
	Eric Lou C. Dacer	-	-	ARJ# 2006-03-R09-119	3,200.00				3,200.00	
		8-Sept.-2005	Travel to Zamboanga City on Sept. 8-11, 2005 to attend meeting with SVP Riconalla	DV# 05-09-0148 dtd. 09/08/05	2,400.00				2,400.00	
		7-Nov.-2005	Travel to Ipil, Zamboanga, Sibugay	DV# 05-11-0243 dtd. 11/07/05	4,217.00				4,217.00	
		16-Nov.-2005	Travel to facilitate launching of SRT Coop.	DV# 05-11-0260 dtd. 11/16/05	1,350.00				1,350.00	
		-	-	DV# 05-08-1294	3,200.00				3,200.00	
	Armando Torralba	25-Jan.-2007	Travel to Zamboanga City to Pagadian City	DV# 07-01-0042 dtd. 01/25/07	3,520.00				3,520.00	

Office	Name	Date Cash Advance 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	
	Remigion Mendoza	25-Jan.-2007	Travel to Zamboanga City to Pagadian City	DV# 07-01-0045 dtd. 01/25/07	3,520.00				3,520.00	
		5-April.-2006	Travel to Bongao, Tawi-tawi	DV# 06-04-0538 dtd. 04/05/06	3,672.84				3,672.84	
	Brenda M. Casimiro	8-Sept.-2008	Travel to Zamboanga City to Ipil, Zamboanga, Sibugay	DV# 08-09-0705 dtd. 09/08/08	4,000.00				4,000.00	
	Teresita L. Langub	8-Sept.-2008	Travel to Zamboanga City to Ipil, Zamboanga, Sibugay	DV# 08-09-0706 dtd. 09/08/08	4,000.00				4,000.00	
	Roldan L. Ando	Oct.-08	Travel to Ozamis City	October 2008	800.00				800.00	
	Randel Lansang	Oct.-08	Travel to Ozamis City	October 2008	800.00				800.00	
	Allan Serenio	Oct.-08	Travel to Ozamis City	October 2008	800.00					
	Ronilo de la Pena	Oct.-08	Travel to Ozamis City	October 2008	800.00				800.00	
	Ciarita Bello	June-05	-	DV# 05-06-0892 dtd. 06/2005	1,416.00				1,416.00	
	Reynaldo Bago	7-Jun-2006	Travel to COA Central Office	DV# 06-06-0916 dtd. 0/07/06	3,140.00				3,140.00	
	Eleazar R. Erana	July-05	-	DV# 07-1173 dtd. 07/05	10,010.00				10,010.00	
	Nenima S. Maganyan	5-Oct.-2006	Travel to Zamboanga City to Pagadian City	DV# 06-10-1439 dtd. 10/05/06	4,488.00				4,488.00	
		-	Travel to Zamboanga City to Pagadian City	-	850.00				850.00	
	Noel T. Bokingkito	3-May.-2007	Travel to Zamboanga City to Ipil, Zamboanga, Sibugay	DV# 07-05-0403 dtd. 05/03/07	2,200.00				2,200.00	
	Jonah G. Berondo	-	Refund from Cash Advance dated June 18, 2007	-	800.00				800.00	
		-	Refund from Cash Advance dated Nov. 23, 2009	-	800.00				800.00	
		12-Nov.-2010	Travel to Bongao, Tawi-tawi	DV# 10-11-0292 dtd. 11/12/10	2,240.00				2,240.00	
	James M. Memoria	18-Apr.-2006	Travel from Ozamis City of Pagadian City	DV# 06-04-0517 dtd. 04/18/06	2,000.00				2,000.00	
	Renante G. Militante	12-Feb.-2007	Travel to Ozamis City	DV# 07-02-0159 dtd. 02/12/07	4,000.00				4,000.00	
	Jimmy B. Ompoc	15-Mar.-2007	Travel to Davao City	DV# 07-03-0284 dtd. 03/15/07	6,200.00				6,200.00	
		05-July-2007	Travel to Iligan and CDO	DV# 07-07-0676 dtd. 07/05/07	3,120.00				3,120.00	
		10-July-2007	Travel to Dipolog City	DV# 07-07-0610 dtd. 07/10/07	1,040.00				1,040.00	
		03-Aug.-2007	Travel to CDO	DV# 07-08-0673 dtd. 08/03/07	3,000.00				3,000.00	
		19-Dec.-2007	Travel to CDO	DV# 07-12-0922 dtd. 12/19/07	3,120.00				3,120.00	
		31-Jan.-2008	Travel to CDO	DV# 08-01-0032 dtd. 01/31/08	3,120.00				3,120.00	
		12-Feb.-2008	Travel to CDO	DV# 08-02-0047 dtd. 02/12/08	3,660.00				3,660.00	
		20-Feb.-2008	Travel to Sindangan, Zamboanga del Norte	DV# 08-02-0069 dtd. 02/20/08	1,760.00				1,760.00	
		16-Apr.-2008	Travel to Davao City	DV# 08-04-0175 dtd. 04/16/08	5,800.00				5,800.00	
		21-May-2008	Travel to Maranding Ext. Office	DV# 08-05-0212 dtd. 05/21/08	2,040.00				2,040.00	
		-	-	-	1,120.00				1,120.00	
		-	Refund of unknown Cash Advance	-	(1,280.00)				(1,280.00)	
		3-Feb.-2011	Travel to Pagadian, Dipolog, etc.	DV# 11-02-0212 dtd. 02/03/11	7,865.00				7,865.00	

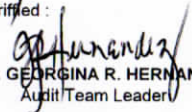
Office	Name	Date Cash Advance Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
	Michael Leo G. Fenecios	12-Apr-2007	Anniversary expenses	DV# 07-04-0360 dtd. 04/12/07	3,000.00				3,000.00	
		03-Aug-2007	Travel to CDO	DV# 07-08-0671 dtd. 08/03/07	1,500.00				1,500.00	
		13-Nov-2007	Travel to CDO	DV# 07-11-0821 dtd. 11/13/07	1,450.00				1,450.00	
		18-Dec-2007	Load allowance for Dec. 2007	DV# 07-12-0913 dtd. 12/18/07	900.00				900.00	
		19-Dec-2007	Travel to CDO	DV# 07-12-0920 dtd. 12/19/07	1,120.00				1,120.00	
		-	Load allowance for Jan. 2008	DV# 08-01-0028	900.00				900.00	
		-	Load allowance for Feb. 2008	DV# 08-01-0070	900.00				900.00	
		18-Mar-2008	Load allowance for Mar. 2008	DV# 08-03-0118 dtd. 03/18/08	900.00				900.00	
		16-Apr-2008	Travel to Davao City	DV# 08-04-0174 dtd. 04/16/08	2,800.00				2,800.00	
		21-Apr-2008	Celebration for the Agri-Credit Week	DV# 08-04-0180 dtd. 04/21/08	7,000.00				7,000.00	
		20-May-2008	Load allowance for the month	20-May-2008	900.00				900.00	
		21-May-2008	Travel to Maranding Ext. Office	DV# 08-05-0210 dtd. 05/21/08	1,440.00				1,440.00	
	Kris Guerrero Tabanero	03-Aug-2007	Travel to CDO	DV# 07-08-0672 dtd. 08/03/07	1,500.00				1,500.00	
		19-Dec-2007	Travel to CDO	DV# 07-12-0921 dtd. 12/19/07	1,120.00				1,120.00	
		20-Feb-2008	Travel to Sindangan, Zambo. Del Norte	DV# 08-02-0068 dtd. 02/20/08	1,760.00				1,760.00	
	Agustina P. Elleso	23-Oct-2007	Travel to Ozamis City	DV# 07-10-0782 dtd. 10/23/07	1,880.00				1,880.00	
		30-Jan-2008	Travel to Ozamis City	DV# 08-01-0023 dtd. 01/30/08	1,920.00				1,920.00	
	Ruel D. Estopia	20-Feb-2008	Travel to Sindangan, Zambo. Del Norte	DV# 08-02-0065 dtd. 02/20/08	1,760.00				1,760.00	
	Socrates D. Resma II	20-Feb-2008	Travel to Sindangan, Zambo. Del Norte	DV# 08-02-0066 dtd. 02/20/08	1,760.00				1,760.00	
		21-May-2008	Travel to Maranding Ext. Office	DV# 08-05-0211 dtd. 05/21/08	1,440.00				1,440.00	
	Romulo Parojinog	09-Nov-2009	Travel to Pagadian City	DV# 09-11-0779 dtd. 11/09/09	5,420.00				5,420.00	
	Angelo D. Cabigas	15-Apr-2010	Travel to Maranding Ext. Office	DV# 10-04-0240 dtd. 04/15/10	1,255.00				1,255.00	
									6,140.00	
	Sally B. Vanguardia	08-Sept.-2015	Travel allowance and gasoline exp. for his 5 days travel from CDO to Pagadian, Ozamis and Zambo. Cities on Sept. 7-11, 2015	DV# 15-09-0450 dtd. 09/08/15	9,360.00					
		10-Sept.-2015	Travel allowance and gasoline exp. for his 8 days travel from Pagadian City to Zamboanga City on Sept. 12-19, 2015	DV# 15-09-0453 dtd. 09/10/15	11,050.00					
	Donald Ando	9-Nov.-2015	Travel allowance and gasoline exp. for his 4 days travel from Pagadian City to Zamboanga City on Nov. 10-13, 2015	DV# 15-09-0585 dtd. 11/09/15	20,320.00					
	Ruffy John D. Rodriguez	16-June-2016	Travel allowance and gasoline expens for his travel from Pagadian City to Gen. Santos City on June 17-19, 2016	DV# 16-06-073 dtd. 06/16/16	7,920.00					

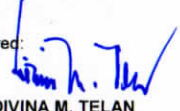
Office	Name	Date Cash Advance Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
						Less than 30 days	31-60 days	61-365 days	Over 1 year	
RO X	No report submitted									
RO XI	A. 3. Special Activities/Projects									
	Alicia M. Valdivia	10/19/16	Filing of Small Claims	Check # 2488769	19,619.00	19,619.00				
	B. Advances to Regular Disbursing Officers									
	Elaine A. Tamparong	01/06/16	Petty Cash Fund for CY 2016	Check # 2408970	5,000.00					
RO XII	B. Advances to Regular Disbursing Officers									
	3. Expenses									
	Mersyl O. Viray	8/22/2007	Cash Advance for Registration & Consolidation expenses of foreclosed properties of Charles Corpus, Roberto Castillo & Alexander Soler	DVRO. 07.08.0342	8,000.00				8,000.00	Stolen during robbery incident on 11/01/07, with pending request of relief of accountability
	Natalie A. Moscoso	10/18/2016	Payment for issuance of writ of execution against Saranggani accounts/borrowers	DVRO. 16.10.0276	2,400.00	2,400.00				Liquidated on Nov. 18, 2016
RO XIII	no report submitted									
	TOTAL ADVANCES				1,063,205.15	303,997.67	97,440.00	10,092.00	583,365.48	

Certified Correct::

TERESITA D. PINEDA
 Head, Accounting Office

Approved:

ATTY. ARMANDO R. CROBALDE, JR.
 Agency Head

Verified:

MA. GEORGINA R. HERNANDEZ
 Audit Team Leader

Reviewed:

DIVINA M. TELAN
 OIC - Supervising Auditor