


**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
**Status of Unliquidated Cash Advances**  
**As of December 31, 2024**

No.	Account Used	Name of Accountable Officer (AO)/Employee	Purpose	Date	Receivable Amount	Due Date for Liquidation	Age of Receivable	Status of AO/Employee	Availability of Documents		Action Taken		Status of Request for Write Off and/or Narrative Report (NR)	Amount Written Off/Subject of NB	Remarks
									with	without	Agency Officials	Auditor			
									(v)	(v)					
Advances to Officers and Employees															
1	Advances to Officers and Employees	Viacrusis, Randy	Cash Advance: Daily Subsistence Allowance in view of the official travel to Singapore on November 5-7, 2024	30-Oct-24	1,870.58	06-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
2	Advances to Officers and Employees	Mamaug, Marion	Cash Advance: Pre-departure Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	3,500.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
3	Advances to Officers and Employees	Mamaug, Marion	Cash Advance: Daily Subsistence Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	68,510.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
4	Advances to Officers and Employees	De Vera, Michelle	Cash Advance: Pre-departure Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	3,500.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
5	Advances to Officers and Employees	De Vera, Michelle	Cash Advance: Daily Subsistence Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	68,510.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
6	Advances to Officers and Employees	Alvarez, Virgil	Cash Advance: Pre-departure Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	3,500.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
7	Advances to Officers and Employees	Alvarez, Virgil	Cash Advance: Daily Subsistence Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	68,510.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
8	Advances to Officers and Employees	Bayona, Daniel III	Cash Advance: Pre-departure Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	3,500.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
9	Advances to Officers and Employees	Bayona, Daniel III	Cash Advance: Daily Subsistence Allowance in view of the official travel to Taiwan on November 26-30, 2024	25-Nov-24	68,510.00	29-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
10	Advances to Officers and Employees	Bingcang, Joshua	Cash Advance: Pre-departure Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	3,500.00	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
11	Advances to Officers and Employees	Bingcang, Joshua	Cash Advance: Daily Subsistence Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	71,006.60	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
12	Advances to Officers and Employees	Paras, Vergel Querubin	Cash Advance: Pre-departure Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	3,500.00	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
13	Advances to Officers and Employees	Paras, Vergel Querubin	Cash Advance: Daily Subsistence Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	71,006.60	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
14	Advances to Officers and Employees	Torres, Mark	Cash Advance: Pre-departure Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	3,500.00	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
15	Advances to Officers and Employees	Torres, Mark	Cash Advance: Daily Subsistence Allowance in view of the official travel to Doha, Qatar on November 29-December 2, 2024	28-Nov-24	71,006.60	31-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
16	Advances to Officers and Employees	Serona, Rosbert Jr Anua	Cash advance for the 2024 Year End Activities	05-Nov-24	57,665.00	26-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
17	Advances to Officers and Employees	Montalban, Dean Suson	Cash Advance for the IFMG Planning Workshop	18-Dec-24	2,200.00	19-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
18	Advances to Officers and Employees	Padin, Mary Grace	Cash Advance for the 2024 Baguio Media Year End Briefing and Fellowship	09-Dec-25	8,503.00	16-Jan-25	-0-	Still connected with the Agency	✓		N/A		N/A	N/A	
		Subtotal			581,798.38										
Cash Advances to Special Disbursing Officer															
NONE															

**OFFICE OF THE SUPERVISING AUDITOR**



**OFFICE OF THE SUPERVISING AUDITOR**  
**Bases Conversion and Development Authority**  
 Received by: Marifal S. Nunez  
 Date / Time: 02-13-25 4:50 PM

BASES CONVERSION AND DEVELOPMENT AUTHORITY  
Status of Unliquidated Cash Advances  
As of December 31, 2024

No.	Account Used	Name of Accountable Officer (AO)/Employee	Purpose	Date	Receivable Amount	Due Date for Liquidation	Age of Receivable	Status of AO/Employee	Availability of Documents		Action Taken		Status of Request for Write Off and/or Narrative Report (NR)	Amount Written Off/Subject of NB	Remarks
									with (v)	without (v)	Agency Officials	Auditor			
	Cash Advances for Operating Expenses														
								-NONE-							
		Grand Total			581,798.38										

Note: \*Indicate if the AO/Employee is still connected with the Agency: retired, resigned, dead or can no longer be traced, etc.  
 \*\* For Agency Official indicate if the agency requested for write off.  
 For Auditor, indicate if a Narrative Report was prepared.  
 Column Nos. 1-9 to be filled up by responsible Agency Official/Accountant  
 Column Nos. 10-16 to be filled up by the concerned AT.

Prepared by:

\* Indicate if the AO/Employee is still connected with the Agency, retired, resigned, dead or can no longer be traced, etc.  
 \*\* For Agency Official indicate if the agency requested for write off  
 For Auditor, indicate if a Narrative Report was prepared  
 Column Nos. 1-9 to be filled up by responsible Agency Official/Accountant  
 Column Nos. 10-18 to be filled up by the concerned ATL

Prepared by:

Prepared by: Daisy Mae S. Allabo  
Substant III-ACD, BCDA

~~Reviewed by:~~

Briggs E. Jacob  
Chief Accountant-ACD, BCDA

Certified Correct by:

Dean S. Montalban  
VP-ACD, BCDA

Verified by

Noted by: