

**AGING OF RECEIVABLES - UNLIQUIDATED ADVANCES TO SPECIAL DISBURSING OFFICER**  
As of December 31, 2017

Agency Name: Bases Conversion and Development Authority  
Agency Code: \_\_\_\_\_

Book No.: \_\_\_\_\_  
Account Title: Petty Cash Fund / Advances to Officers and Employees  
Account Code: 11104010 / 12134000

No.	Name of Accountable Officers (in alphabetical order)	Date CA Granted	Particulars	Reference	Amount Balance	Aging			Remarks
						Less than 30 days	31-60 days	61-365 days	
1	Mary Jane Gardose	12-4-17	Cash advance: hotels, meals & accommodation	CK#2876059	1,300.00	1,300.00			refunded P1,300.00 per OR#867334 dated 1-3-2018
	Sub-Total				1,300.00	1,300.00			
	<b>Foreign Travels</b>								
2	Dolores Rignonan	3-31-17	Cash advance re: official travel to China on April 5-12, 2017	JV# 2300007800	6,801.80				refunded P6,801.80 per OR#68314 dated 4-10-18
3	Joshua Bingsang	6-30-17	Cash advance re: official travel to China/HK on June 28 - July 02, 2017	JV#2300008256	6,433.64				refunded P6,433.64 per OR#68000 dated 03-07-2018
4	Joshua Bingsang	7-17-17	Cash advance re: official travel to South Korea on July 18-22, '17	JV#2300008356	38,093.59				refunded P38,093.00 per OR#888379 dated 4-25-18.
5	Joshua Bingsang	10-23-17	Cash advance re: official travel to Yokohama, Japan/ FTQ#036	JV#2300008073	8,027.96				refunded P8,027.96 per OR#68145 dated 03-26-2018
6	Christian Paolo Quillamor	10-13-17	Cash advance re: Vehicle rental / brochures (PJBIF)	JV#2300009108	114,588.55		114,588.55		follow-up letter already issued
	Sub-Total				173,945.54		122,616.51	51,329.03	
	<b>Special Activities / Projects</b>								
7	Manion Memaung	10-30-17	Cash advance re: CIA Expansion Project	CK#2823447	105.00	105.00			refunded P105.00 per OR#867406 dated 1-17-2018
8	John Rigos	11-30-17	Cash advance re: 2017 Yuletide	CK#2876019	886.84	886.84			refunded P886.84 per OR#867470 dated 1-11-2018
9	Ma, Luisa Rodriguez	11-29-17	Cash advance / SO No. 337 (GAD)	CK#2876051	44,757.38	44,757.38			refunded P44,757.38 per OR#867407 dated 1-17-2018
10	Eduardo Policarpio	12-20-17	Cash advance: BCDA Sub-Stakeholders' Engagement	CK#2875312	50,000.00	50,000.00			fully liquidated on 31 March 2018
11	Joshua Bingsang	12-31-07	Cash advance: Segregation of Titles for the SCOTEX Project	CK#2901365	672.25	672.25			refunded P672.25 per OR#867341 dated 1-4-2018
12	Ryan Pineda	07/26/2017	Cash advance for the construction of Patrol Road - CIAC	CK#2823224	11,879.00	11,879.00			refunded P11,879.00 per OR#867335 dtd 1-3-2018
	Sub-Total				108,300.47	108,300.47			
	<b>Advances to Regular Disbursing Officers</b>								
13	Allen Zosa	01/06/2017	Petty cash fund for OEVP - SO# 07	CK# 2766361	1,720.00	1,720.00			refunded P1,720.00 per OR#867333 dated 1-3-2018
14	Jonahyn Zenarosa	01/06/2017	Petty cash fund for BD - SO# 01	CK# 2766292	12.00	12.00			refunded P12.00 per OR#867336 dated 1-3-2018
15	Patrick Reohi Francisco	01/09/2017	Petty cash fund for CSG - SO# 02	CK# 2766293	61,190.50	61,190.50			refunded P61,190.50 per OR#867338 dated 1-3-2018
16	Eduardo Rosquesa	01/11/2017	Petty cash fund for GSD Clark, BTP/Alminda - SO# 13	CK# 2766312	193.00	193.00			refunded P193.00 per OR#867229 dated 12-28-2017 & OR#867468 dated 1-30-2018
17	Marylou Zabai	01/12/2017	Petty cash fund for the Office of the President - SO# 11	CK# 2766358	50.00	50.00			refunded P50 per OR#867462 dated 1-29-2018
18	Evlira Estanibao	01/12/2017	Petty cash fund for LSD - SO# 20.	CK# 2766339	72,167.59	72,167.59			refunded P72,167.59 per OR#867346 dated 1-8-2018

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19	Christian Paolo Quillamor	01/13/2017	Petty cash fund for PSD - SO# 17	CK# 2766341	90.00	90.00					refunded PHP90.00 per OR#867455 dated 1-26-2018
20	Raul Buensalida	01/17/2017	Petty cash fund for Marketing Unit - SO# 18	CK# 2766416	1,737.00	1,737.00					refunded P1,737.00 per OR#867339 dated 1-4-2018
21	Richard Brian Cape	01/18/2017	Petty cash fund for LADD and SCTEX - SO# 25	CK# 2766430	10.00	10.00					refunded P10.00 per OR#867448 dated 1-23-2018
22	Marnell Paclbar	01/31/2017	Petty cash fund for PPMD - SO# 31.	CK# 2799643	425.36	425.36					refunded P425.36 per OR#867337 dated 1-3-2018
23	Jennifer Mallo	03/14/2017	Petty cash fund for CGC PMO - SO# 68	CK# 49098390	2,437.50	2,437.50					refunded P2,437.50 per OR#867353 dated 1-9-2018
	<b>Sub-Total</b>				<b>140,032.95</b>	<b>140,032.95</b>					
	<b>Total</b>				<b>423,578.96</b>	<b>249,633.42</b>	<b>122,816.51</b>				

Prepared by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Dean S. Montalban*  
**DEAN S. MONTALBAN**  
VP-ACCOUNTING DEPARTMENT

*Nena D. Radoc*  
**NENA D. RADOC**  
CFO - FINANCIAL SERVICES GROUP

*Vivencio B. Dizon*  
**VIVENCIO B. DIZON**  
President and Chief Executive Officer

Verified by: \_\_\_\_\_  
*Loubes D. Benitez*  
**LOUBES D. BENITEZ**  
COA Resident Auditor

Date Submitted: \_\_\_\_\_

Note: This report on Aging of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.