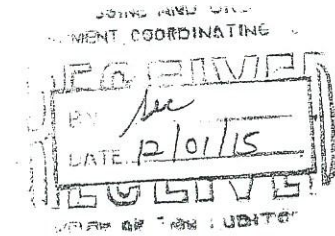


Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees / SDO  
As of November 15, 2015



Rec'd:  
2/15/14

Agency Name: Housing and Urban Development Coordinating Council

Book No.:

Agency Code:

Account Title: Advances to Officers and Employees / SDO

Account Code: 1-99-01-030 & 1-99-01-040

NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	State date of liquidation and reason why if liquidated after the cut-off
A. Advances for Special Purposes									
I. LOCAL TRAVEL									
1. Abao, Judith A.	Nov. 09/15	For traveling expenses to conduct Local Shelter Plan (LSP) Training Workshop for the LGUs of Surigao del Sur, Agusan del Sur and Lanao del Sur in Cebu City on November 17 to 21, 2015.	758681	3,340.00	3,340.00				Within the prescribed period
2. Casan, Sittie-Rainie L.	Nov. 09/15	For traveling expenses to conduct Local Shelter Plan (LSP) Training Workshop for the LGUs of Surigao del Sur, Agusan del Sur and Lanao del Sur in Cebu City on November 17 to 21, 2015.	758682	3,340.00	3,340.00				Within the prescribed period
3. Cruzet, Alberto O.	Nov. 12/15	For traveling expenses to conduct Local Shelter Plan Formulation Writeshop for LGUs in Oriental Mindoro/Occidental Mindoro Provinces on November 16 to 20, 2015.	758712	6,740.00	6,740.00				Within the prescribed period
4. Estioko, Peter Anthony P.	Nov. 12/15	For traveling expenses to conduct Local Shelter Plan Formulation Writeshop for LGUs in Oriental Mindoro/Occidental Mindoro Provinces on November 16 to 20, 2015.	758714	3,640.00	3,640.00				Within the prescribed period
5. Maghirang, Paul Eward B.	Nov. 12/15	For traveling expenses to conduct Local Shelter Plan Formulation Writeshop for LGUs in Oriental Mindoro/Occidental Mindoro Provinces on November 16 to 20, 2015.	758713	3,640.00	3,640.00				Within the prescribed period
6. McStay, Marie Antonette M.	Sept. 15/15	For traveling expenses to conduct Local Shelter Plan Formulation Workshop for the Province of Marinduque on September 15 to 19, 2015.	758368	3,640.00		3,640.00			Memorandum instructing her to liquidate the cash advance w/in five (5) days upon receipt for signature of Sec. Gen. Cecilia S. Alba

NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	State date of liquidation and reason why if liquidated after the cut-off
7. Melendres, Ma. Armida F.	Aug. 05/15	For traveling expenses to conduct survey on four (4) CMP project sites with lowest CER in the Province of Davao on August 10 to 15, 2015.	699298	4,380.00			4,380.00		Memorandum instructing her to liquidate the cash advance w/in five (5) days upon receipt for signature of Sec. Gen. Cecilia S. Alba
8. Peñalosa, Librada M.	Oct. 27/15	For traveling expenses to attend and participate the 17th Moral Recovery Program (MRP) National Convention Workshop in Davao City on November 09 to 15, 2015.	758613	12,131.00	12,131.00				Within the prescribed period
9. Sanie, Grace Ceres B.	Nov. 09/15	For traveling expenses to conduct Local Shelter Plan (LSP) Training Workshop for the LGUs of Surigao del Sur, Agusan del Sur and Lanao del Sur in Cebu City on November 17 to 21, 2015.	758680	3,240.00	3,240.00				Within the prescribed period
10. Serrano, Cristo Val O.	Sept. 21/15	For traveling expenses to render driving services to AFKMG personnel in connection with the selection and qualification process for hiring COS Technical Staff in HUDCC Baguio City office on September 21 to 23, 2015.	758404	1,680.00		1,680.00			Memorandum instructing him to liquidate the cash advance w/in five (5) days upon receipt for signature of Sec. Gen. Cecilia S. Alba
11. Tumbado, Marites P.	Oct. 29/15	For traveling expenses to attend and participate the 17th Moral Recovery Program (MRP) National Convention Workshop in Davao City on November 09 to 15, 2015.	758650	12,131.00	12,131.00				Within the prescribed period
12. Yepes, Bryan G.	Nov. 12/15	For traveling expenses to conduct Local Shelter Plan Formulation Writeshop for LGUs in Oriental Mindoro/Occidental Mindoro Provinces on November 16 to 20, 2015.	758706	3,540.00	3,540.00				Within the prescribed period
II. FOREIGN TRAVEL									
1. Alba, Cecilia S.	Oct. 14/15	For traveling expenses to participate in the Asia Pacific Urban Forum 6 and Habitat III Asia Pacific Regional Meeting in Jakarta, Indonesia on October 18 to 25, 2015.	758542	47,330.40	47,330.40				Liquidated on 11/26/2015
2. Cleofe, Jhecca Cleofe B.	Oct. 16/15	For traveling expenses to participate in the Asia Pacific Urban Forum 6 and Habitat III Asia Pacific Regional Meeting in Jakarta, Indonesia on October 18 to 25, 2015.	758554	31,664.84	31,664.84				Within the pre scribed period



NAME	Date CA Granted	PARTICULARS	Reference (Check No.)	Cash Advances	Amount Due				Remarks
					Less than 30 days	31 - 60 days	61 - 365 days	Over 1 year	
3. Cruz, Jeanette E.	Nov. 13/15	For pre-departure expenses to Haifa, Israel to attend a training in "Gender Equality" organized by the Gender Equality Unit (GEU) Project of the UN Habitat in cooperation with MASHAV, Israel's Agency for International Development on November 13 to 23, 2015.	758723	1,500.00	1,500.00				Within the prescribed period
4. Tabuton, Wilson A.	Oct. 16/15	For traveling expenses to participate in the Asia Pacific Urban Forum 6 and Habitat III Asia Pacific Regional Meeting in Jakarta, Indonesia on October 18 to 25, 2015.	758555	31,664.84	31,664.84				Within the prescribed period
5. Tolentino, III, Avelino D.	Oct. 16/15	For traveling expenses to participate in the Asia Pacific Urban Forum 6 and Habitat III Asia Pacific Regional Meeting in Jakarta, Indonesia on October 18 to 25, 2015.	758553	46,379.40	46,379.40				Within the prescribed period
B. Advances to Regular Disbursing Officers									
I. SPECIAL ACTIVITIES/ PROJECTS									
1. Basa, Angelita A.	Sept. 18/14	Balance of cash advance to defray various expenses to be incurred in connection with the shipment of HUDCC service vehicle Hyundai Starex with plate no. SJR-865 from Davao City to Manila	758391	32,773.46		32,773.46			Liquidated on 11/23/2015
2. Gamba, Anilaine L.	Nov. 13/15	To defray various expenses to be incurred in connections with the three (3) day live-in training on ISO 9001-2008 QMS in the development and drafting of HUDCC Quality Manual in Clark, Pampanga on November 04 to 06, 2015.	758664	8,500.00	8,500.00				Within the prescribed period
3. Vergara, Ma. Cecilia F.	Oct. 06/15	For the meal allowance of On the Job Training (OJT) student from the Technological University of the Philippines (TIP) for the period July 06 to September 11, 2015.	758491	4,650.75		4,650.75			Memorandum instructing her to liquidate the cash advance w/in five (5) days upon receipt for signature of Sec. Gen. Cecilia S. Alba
Totals				265,905.69	218,781.48	42,744.21	4,380.00	-	

Certified Correct:

*crsoria*  
CRISTINE JOY A. SORIA  
Accountant III

*12/01/15*

Approved by:

*cealba*  
CECILIA S. ALBA  
Secretary General

VERIFIED BY

*Agapito*  
TERESITA E. AGAPITO  
AUDIT TEAM LEADER