

**Report on Ageing of Cash Advance  
Schedule of Advances to Officers and Employees  
As of 29 November 2013**

Agency Name: Department of Foreign AffairsAccount Title: Cash Advance  
Account Code: 148

NAME	Date CA 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>A. Advances for Special Purposes</b>									
<b>1. Local Travel</b>									
None				-	-	-	-	-	
	<i>Sub-total</i>			-	-	-	-	-	
<b>2. Foreign Travel</b>									
a. Jaujohn, Abdulhan U.	21-Jan-2013	Official travel to Beirut, Lebanon and Damascus, Syria per CV#B-13-01-0026; 21.01.13 on 20 - 30 January 2013 to assist in the mass repatriation of OFWs caught in the civil war in Syria.	JEV-2013-01-004234; 21.01.13	112,376.20			112,376.20		liquidation documents were not yet submitted despite requests for submission; dropped from the rolls in March 2013; to be deducted from TLR
b. Dacanay, Flaureen D.	7-Jun-2013	Official travel to Brussels, Belgium per CV#BR-13-06-0211; 07.06.13 to provide substantive support to the Philippine Delegation to the 8th PH-EU Senior Officials Meeting on 09-11 June 2013	JEV-2013-06-005625; 07.06.13	69,266.44			69,266.44		liquidation documents were not yet submitted; bill sent
c. Hicarte, Mary Luck	25-Jul-2013	Official travel to Astana per DV#13-07-003210; 24.07.13 for her official visit to the Republic of Kazakhstan on 28 July to 31 August 2013.	JEV-2013-07-007767; 25.07.13	34,441.27		34,441.27			liquidation documents submitted under review
d. Del Rosario, Laura Q.	25-Jul-2013	Official travel to Astana and Almaty, per DV#13-07-003217; 24.07.13 for her official visit to the Republic of Kazakhstan on 28 July to 01 August 2013	JEV-2013-07-007768; 25.07.13	34,441.27		34,441.27			liquidation documents submitted under review
e. Garcia, Petronila P.	July 30, 2013	Official travel per DV#13-07-003350; 30.07.13 to Cairo, Egypt to join SFA in his working visits on 01-03 August 2013 and to attend Informal Bilateral Consultations with Officials from the Ministry of Foreign Affairs on 05 - 07 August 2013	JEV-2013-07-008096; 30.07.13	86,341.07		86,341.07			liquidation documents submitted under review
f. Yabes, Jesus I.	August 5, 2013	Official travel to Cairo, Egypt and Jeddah, Kingdom of Saudi Arabia per DV#13-08-003423; 08.01.13 on 02-05 August 02-05 August 2013 to join SFA in his working visits	JEV-2013-08-008332; 05.08.13	72,785.71		72,785.71			submitted liquidation documents - awaiting certification from Jeddah PCG re: use of special DSA rate
g. Cortes, Paul Raymund P.	September 6, 2013	Official travel to Bandar Seri Begawan, Brunei Darussalam per DV#13-09-003976; 04.09.13 to participate in the ASEAN Senior Officials Meeting (SOPM/JPM) on 08-12 September 2013	JEV-2013-09-009484; 06.09.13	50,470.58		50,470.58			liquidation documents submitted under review
h. Garcia, Evan P.	13-Sep-2013	Official travel per DV#13-09-004004; 05.09.13 to Bandar Seri Begawan, Brunei, to participate in the ASEAN Ministerial Meeting in Bandar Seri Begawan, Brunei Darussalam on 08-12 September 2013 and to participate in the 9th ASEAN-China SOM on the Implementation of the DOC in Suzhou, China on 13-15 September 2013	JEV-2013-09-009647; 13.09.13	67,343.19		67,343.19			awaiting settlement of refund before booking the liquidation
i. Bolante, Jan Kenneth E.	19-Sep-2013	Official travel to Bali, Indonesia per DV#13-09-004014; 05.09.13 to attend the APEC Economic Leaders Meeting (AELM) in Nusa Dua Bali, Indonesia on 01-08 October 2013	JEV-2013-09-010106; 19.09.13	143,668.63		143,668.63			liquidation documents submitted under review

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J. Medina, Leilani A.	19-Sep-2013	Official travel to Bali, Indonesia per DV#13-09-004053; 06.09.13 to attend the APEC Leaders Week on 01-08 October 2013	JEV-2013-09-010111; 19.09.13	158,329.81			158,329.81		liquidation documents were not yet submitted, bill sent
K. Yabes, Jesus I.	24-Sep-2013	Official travel to New York, U.S.A. per DV#13-09-004382; 24.09.13 to attend the Second High-Level Dialogue on Int'l Migration & Development on 1-4 October 2013	JEV-2013-09-010380; 24.09.13	52,360.29	52,360.29				liquidation documents submitted under review
I. Salvador, Anne Kristine D.	27-Sep-2013	Official travel to New York, U.S.A. per DV#13-09-004383; 24.09.13 to attend the Second High-Level Dialogue on Int'l Migration and Development (HLDMD) on 1-4 October 2013	JEV-2013-09-010383; 27.09.13	69,910.98		69,910.98			liquidation documents were not yet submitted
	<i>Sub-total</i>			951,735.44	52,360.29	559,402.70	339,972.45	0.00	
<b>3. Special Activities/Projects</b>									
a. Del Rosario Albert F.	2-May-2013	Cash advance per DV#13-04-001512; 25.04.13 to cover the 1st tranche of the Confidential and Intelligence expenses of the Office of the Secretary for FY 2013	JEV-2013-05-00459; 02.05.13	1,000,000.00			1,000,000.00		liquidation documents to be submitted by OSEC-SDO to COA. A credit notice will be issued by COA if the documents are in order
b. Del Rosario Albert F.	8-Jul-2013	Cash advance per DV#13-07-002742; 02.07.13 to cover the second tranche of the FY 2013 Confidential and Intelligence Funds of DFA-OSEC as approved by the Office of the President	JEV-2013-07-007296; 08.07.13	1,000,000.00			1,000,000.00		liquidation documents to be submitted by OSEC-SDO to COA. A credit notice will be issued by COA if the documents are in order
c. Bernardo, Ma. Cecilia P.	18-Aug-2013	Cash advance granted by Cairo PE to Ms. Ma. Cecilia P. Bernardo per CV#CA-13-08-0328; 18.08.13, CV#CA-13-08-0329; 19.08.13, CV#13-08-0335; 25.08.13 and CV#13-09-0393; 26.09.13 to cover the DSA and operational expenses of the Rapid Response Team (RRT) in Cairo, Riyadh and Yemen on 15 August - 30 September 2013	JEV-2013-08-010511; 18.08.13	3,760,200.00			3,760,200.00		liquidation documents submitted under review
d. Acraman, Dicasaran B.	7-Mar-2013	Cash advance granted by Kuala Lumpur PE to Mr. Dicasaran B. Acraman per CV#KL-13-03-0166 dated 07 March 2013 to cover Daily Subsistence Allowance (DSA) and operational expenses of the Rapid Response Team (RRT) who were deployed to Sabah for an initial period of ten (10) days - (P1,235,700.00 - P1,225,400.00 = P10,300.00)	JEV-2013-03-003224; 07.03.13	10,300.00			10,300.00		to be deducted from his Terminal Leave Benefits
e. Pangarungan, Omar M.	26-Jun-2013	Cash advance as SDO granted by Riyadh PE to Mr. Omar M. Pangarungan per CV#RY-13-06-0590 dated 26 June 2013 to cover the Daily Subsistence Allowance (DSA) of the NOK of OFW Carlito Lana on 25 - 30 June 2013	JEV-2013-06-007907; 26.06.13	72,952.32			72,952.32		liquidation documents submitted were returned pending approval of OBR


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f. Fernandez, Angelita C.	28-Jun-2013	Cash advance as SDO granted by Shanghai PCG to Ms. Angelita C. Fernandez per CV#SH-13-06-0171 dated 28 June 2013 to cover expenses of the visiting next-of-kin of Ms. Jenilyn de Leon Basilio re: ATN case in Shanghai, China on 28 June 2013	JEV-2013-06-006197; 28.06.13	75,720.60			75,720.60		awaiting settlement of refund before booking the liquidation
g. Diangca, Mitomara M.	25-Jul-2013	Cash advance as SDO per DV#13-07-003254; 25.07.13 to cover the expenses of the official visit of the Nigerian delegation headed by Foreign Minister H.E. Olugbenga A. Ashiru on 29-30 July 2013	JEV-2013-07-007796; 25.07.13	28,900.00			28,900.00		memo already sent for refund
	<i>Sub-total</i>			5,948,072.92	-	-	5,948,072.92	-	
<b>B. Advances to Regular Disbursing Officers</b>									
<b>1. Payroll</b>									
None				-	-	-	-	-	
	<i>Sub-total</i>			-	-	-	-	-	
<b>2. Seminar/Conference Expenses</b>									
None				-	-	-	-	-	
	<i>Sub-total</i>			-	-	-	-	-	
<b>TOTALS</b>				<b>6,899,808.36</b>	<b>52,360.29</b>	<b>559,402.70</b>	<b>6,288,045.37</b>	<b>-</b>	

Certified Correct:

  
**ALVAR E. ROSALES**  
Acting Department Chief Accountant

Approved By:

  
**RAFAEL E. SEGUIS**  
Undersecretary for Administration

Verified by:

**ADELA L. DONDONILLA**  
Director III - Cluster 1  
DFA - COA

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