

Annex 3-Report on the Aging of Cash Advances

Schedule of Advances to Officers and Employees

As of **NOVEMBER 15, 2017**

Agency Name: VISAYAS STATE UNIVERSITY

Agency Code : A-3488

Book Title : _____

Account title : Advances to Officers & Employees

Account Code: 19901040

Name	Particulars	Reference (Check No. & Date)		Total Amount	Amount Due				Remarks
		Check #	Date		Less than 30 days	31-60 days	61-365 days	over 1 year	
	Date of Travel								
Advances for Travel and Special Purposes									
Advances to Officers & Emp.	19901040								
01-Regular Agency Fund									
Abamo, Antonio	May 24-26, 2017	70400	May 22, 2017	3,590.00			3,590.00		liq. June, 2017 coll. 185.01
Alba, Doreen	Nov. 14-17, 2017	72070	Nov. 13, 2017	48.80	48.80				refunded 11/27/2017
Alkuino, Noel	Oct. 10-26, 2017	71854	Oct. 13, 2017	4,276.00	4,276.00				
Bales, Milagros	Nov. 21-24, 2017	72071	Nov. 14, 2017	24,980.00	24,980.00				
Bandalan, Marcho	Aug. 29-31, 2017	71338	Aug. 24, 2017	7,760.00			7,760.00		liq. Nov., 2017 coll. 300.00
Belmonte, Demetrio, Jr.	Sept. 19-22, 2017	71477	Sept. 14, 2017	10,370.00		10,370.00			
Bestil, Lolito	Nov. 21-24, 2017	72071	Nov. 14, 2017	24,980.00	24,980.00				
Binueza, Jake Ernest	Oct. 17-22, 2017	71854	Oct. 19, 2017	14,240.00	14,240.00				
Bolatete, Dioscoro	June 18-22, 2016	64945	June 15, 2016	2,204.84				2,204.84	refundable amount
Bulayog, Ernesto	Oct. 24-27, 2017	71880	Oct. 23, 2017	7,570.00	7,570.00				liq. Nov. 27, 2017 coll. 84.00
Cano, Lourdes	Dec. 7-8, 2017	72071	Nov. 14, 2017	27,996.00	27,996.00				
Capuno, Othello	Nov. 7-10, 2017	71937	Oct. 27, 2017	1,471.00	1,471.00				refunded 11/17/2017
Ecleo, Jessamine	Nov. 13-18, 2017	72070	Nov. 13, 2017	48.80	48.80				refunded 11/27/2017
Esguerra, Erly	Aug. 29-31, 2017	71345	Aug. 25, 2017	7,760.00			7,760.00		liq. 11/2/2017 coll. 300.00
Flores, Alicia	Nov. 13-18, 2017	72070	Nov. 13, 2017	9,880.00	9,880.00				liquidated 11/27/2017
Gravoso, Rotacio	Aug. 10-14, 2017	71227	Aug. 8, 2017	10,182.00			10,182.00		refunded whole amount 11/21/17
Jo, Jay	Oct. 17-22, 2017	71854	Oct. 13, 2017	14,240.00	14,240.00				

Name	Particulars	Reference (Check No. & Date)		Total Amount	Amount Due				Remarks
		Check #	Date		Less than 30 days	31-60 days	61-365 days	over 1 year	
	Date of Travel								
Lañada, Eugene	Nov. 8-11, 2017	71965	Nov. 2, 2017	4,200.00	4,200.00				
Leorna, Marisel	Nov. 6-12, 2017	72013	Nov. 6, 2017	17,766.20	17,766.20				
Loreto, Alan	July 11-14, 2017	71026	July 10, 2017	14,670.00			14,670.00		postponed travel
Malasaga, Edralin	April 5-12, 2017	70034	April 3, 2017	15,680.00			15,680.00		w/ demand letter
Manatad, Teresita	Sept. 25-29, 2017	71502	Sept. 18, 2017	10,106.00		10,106.00			liq. 10/12/2017 coll.13.00
Mesias, Inish Chris	July 25-28, 2017	71112	July 26, 2017	4,915.00			4,915.00		liq. 11/14/2017 coll.170.00
Miraflor, Ma. Roberta	Nov. 13-18, 2017	72070	Nov. 13, 2017	48.80	48.80				refunded 11/27/2017
Moreno, Luz	Aug. 21-25, 2017	71305	Aug. 18, 2017	300.00			300.00		Refunded 11/17/17
Oclarit, Elvira	October 3-5, 2017	71731	Oct. 4, 2017	465.00	465.00				refunded 11/24/2017
Ocon, Felix	October 1-18, 2017	71654	Sept. 27, 2017	22,890.00		22,890.00			liq. 11/10/2017 coll. 366.00
Ocoy, Edwin	Nov. 6-9, 2017	71965	Nov. 2, 2017	14,000.00	14,000.00				
Ongy, Elvira	Sept. 12-16, 2017	71455	Sept. 12, 2017	7,020.00		7,020.00			liq. 10/31/2017 coll. 90.00
Patindol, Remberto	Aug. 9-13, 2014	71254	Aug. 14, 2017	3,500.00			3,500.00		Refunded 11/21/17
Peque, Dennis	Sept. 17-24, 2017	71470	Sept. 13, 2017	9,284.00		9,284.00			liq. 10/5/2017 coll. 187.00
Ratilla, Berta	Nov. 21-24, 2017	72071	Nov. 14, 2017	24,980.00	24,980.00				
Rebuyas, Bryan	Aug. 2-31, 2017	71338	Aug. 24, 2017	7,760.00			7,760.00		liq. 11/9/2017 coll. 300.00
Salomon, Jedess	Nov. 8-12, 2017	71854	Oct. 19, 2017	10,820.00	10,820.00				
Tabada, Ma. Aurora T.	Nov. 11-15, 2017	72039	Nov. 10, 2017	21,880.00	21,880.00				
Tambis, Marlon	Dec. 9-16, 2016	67790	Dec. 8, 2016	1,800.00			1,800.00		bal. for refund
Tambong, Arthur	Oct. 2-6, 2017	71731	Oct. 4, 2017	360.00	360.00				refunded 11/22/2017
Tidoy, Imelda	Sept. 19-22, 2017	71477	Sept. 14, 2017	10,370.00		10,370.00			liq. 11/9/2017 coll. 431.00
Troyo, Anita	Sept. 19-22, 2017	71477	Sept. 14, 2017	10,370.00		10,370.00			liq. 11/5/2017 coll. 431.00
Tulin, Anabella	Nov. 21-24, 2017	72039	Nov. 10, 2017	24,980.00	24,980.00				
				409,762.44	249,230.60	80,410.00	77,917.00	2,204.84	

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		Check #	Date		Less than 30 days	31-60 days	61-365 days	over 1 year	
	Date of Travel								
CSI	August, 2017			3,209.00			3,209.00		
Alang-alang Campus	Sept., 2017			50,200.00			50,200.00		
	October, 2017			4,000.00		4,000.00			
Isabel Campus	Sept., 2017			14,242.00			14,242.00		
	October, 2017			32,170.00		32,170.00			
Tolosa Campus	2016			48,520.30				48,520.30	
	March, 2017			6,895.00			6,895.00		
	April, 2017			41,760.00			41,760.00		
	May, 2017			615.00			615.00		
	June, 2017			3,200.00			3,200.00		
	October, 2017			9,970.00		9,970.00			
Villaba Campus									
Juanero, Teresita	April, 2017	1435691	April 28, 2017	9,055.00			9,055.00		
Ayo, Daphne Laine	August, 2017	1470566	Aug. 22, 2017	9,410.00			9,410.00		
Veloso, Merlita	August, 2017	1470567	Aug. 22, 2017	9,410.00			9,410.00		
				242,656.30	-	46,140.00	147,996.00	48,520.30	
05-Internally Generated Funds									
Abamo, Antonio	Nov. 15-18, 2017	395033	Nov. 13, 2017	1,009.99	1,009.99				Refunded 11/28/17
Alao, Virgelio	Oct. 23-27, 2017	394908	Oct. 24, 2017	531.20		531.20			OR#0528994 12/1/17
Aure, Rachel Kim	Nov. 11-12, 2017	394938	Oct. 30, 2017	14,705.00	14,705.00				
Beato, Rosadelima	July 17-30, 2017	351414	July 31, 2017	14,744.00			14,744.00		liquidated 11/24/17
Calungsod, Phoebe Lynn	Oct. 11-13, 2017	394820	Oct. 11, 2017	6,889.00		6,889.00			liquidated 10/26/17 w/ coll.amt. of 211.76
Camacho, Sheira May	Nov. 21-25, 2017	395033	Nov. 13, 2017	13,424.96	13,424.96				
Capulla, Rose	May 10-13, 2017	350684	May 3, 2017	6,415.00			6,415.00		Liq. w/ Collectible amt 260.00 dtd. 11/29/17
Castañares, Arnil Al	Nov. 10-11, 2017	394999	Nov. 09, 2017	5,742.00	5,742.00				
CastAñeda, Marwen	Oct. 21-26, 2017	394880	Oct. 18, 2017	1,399.48	1,399.48				Refunded 11/21/17
Cimafranca, Lynette	Nov. 5-11, 2017	394976	Nov. 6, 2017	4,794.36	4,794.36				Refunded 11/29/17
Clores, Aireen	Nov. 30-Dec. 3, 2017	394895	Oct. 23, 2017	17,845.00	17,845.00				
Compendio, Jade Dhapnee	July 17-30, 2017	351414	July 31, 2017	14,744.00			14,744.00		liquidated 11/24/17
Cuadra, Lijuera	Nov. 8-12, 2017	394938	Oct. 30, 2017	14,705.00	14,705.00				

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	Date of Travel								
Daño, Daphne	April 2-5, 2017	350536	March 31, 2017	3,080.00			3,080.00		Liq. w/ Collectible amt 80.00 dtd. 11/29/17
Dumaguing, Nancy	Oct. 2-5, 2017	352089	Oct. 2, 2017	1,227.50		1,227.50			Refunded 11/17/17
Fernandez. Guiraldo	Nov. 8-12, 2017	394998	Nov. 8, 2017	13,475.00	13,475.00				
Gilos, Vicente	Nov. 21-25, 2017	395033	Nov. 13, 2017	13,424.96	13,424.96				
Gravoso, Annie	Nov. 27-Dec. 2, 2017	395036	Nov. 15, 2017	8,630.00	8,630.00				
Gulle, Melissa	Nov. 16-17, 2017	395034	Nov. 13, 2017	3,680.00	3,680.00				
Lao, Juancho	Oct. 10-14, 2017	394724	Oct. 4, 2017	400.00		400.00			Refunded 11/16/17
Magno, Jesusa	Sept. 5-9, 2017	351919	Sept. 10, 2017	8,941.20		8,941.20			Liq. w/ Collectible amt 177.00 dtd. 11/29/17
Mercurio, Martin Jan	Nov. 10-11, 2017	395001	Nov. 9, 2017	5,720.00	5,720.00				Liq. Nov. 23, 2017
Milloza, Diana Christa	Nov. 10-11, 2017	395002	Nov. 9, 2017	5,720.00	5,720.00				Liq. Nov. 23, 2017
Ramal, Allan	May 16-20, 2017	350807	May 22, 2017	20,174.16			20,174.16		Liq. w/ Collectible amt 294.00 dtd. 11/29/17
Ratilla, Mark	Oct. 26-28, 2017	394919	Oct. 25, 2017	11,860.00	11,860.00				Liq. Nov. 23, 2017
Sacay, Dindo	Oct. 17-20, 2017	394824	Oct. 11, 2017	16,530.00		16,530.00			liquidated 11/17/17
Salva, Mae Angieline	Nov. 16-17, 2017	395035	Nov. 13, 2017	3,680.00	3,680.00				
Sobrio, Glenda Loraine	Nov. 10-11, 2017	395000	Nov. 13, 2017	5,720.00	5,720.00				Liq. Nov. 23, 2017
Urdaneta, Pamela	Nov. 6-12, 2017	394976	Nov. 6, 2017	16,366.20	16,366.20				
Ycong, Helmar	Oct. 19-30, 2017	394895	Oct. 23, 2017	24,040.00		24,040.00			liq. 11/14/17 w/ coll. 181.27
				279,618.01	161,901.95	58,558.90	59,157.16	-	
CSI									
Alang-alang Campus				92,832.45	92,832.45				
Isabel Campus				426,342.88	426,342.88				
Tolosa Campus				48,835.83	48,835.83				
				568,011.16	568,011.16	-	-	-	
06-Business Related Funds									
Tocmo, Emilee	Nov. 27-Dec. 1, 2017	340011	Nov. 14, 2017	8,400.00	8,400.00				
07-Trust Receipts									

Name	Particulars	Reference (Check No. & Date)		Total Amount	Amount Due				Remarks
		Date of Travel	Check #		Date	Less than 30 days	31-60 days	61-365 days	
	Abing, Paulina	Nov.6-12, 2017	374423	Nov.6,2017	16,366.20	16,366.20			
Acedo, Villaluz	June 12-19, 2017	373606	June 6,2017	6,200.50			6,200.50		bal. for refund
Ceniza, Maria Juliet	Nov.6-12, 2017	374424	Nov.6,2017	16,366.20	16,366.20				OR#400680 7/5/17
Centino, Zyra May	Oct.6,11-13,16-31, Nov.6-13,2017	374233	Oct.5,2017	48,010.00		48,010.00			
Cesar, Senona	Nov.8-10,2017	374454	Nov.7,2017	1,270.00	1,270.00				OR#0400976 11/29/17
Evangelio, Julissah	Nov.8-10,2017	374452	Nov.7,2017	3,440.00	3,440.00				
Flandez, Art Russel	Nov.8-10,2017	374451	Nov.7,2017	662.00	662.00				OR#0400974 11/29/17
Gapasin, Ruben	Nov.9-12,2017	374450	Nov.7,2017	11,060.00	11,060.00				
Garcia, Pastor	Nov.8-12,2017	374008 & 374493	Aug.31,2017 & Nov.10,2017	26,295.00	13,195.00		13,100.00		
Leonor, Chito	June 22-25,2017	373658	June 21, 2017	2,950.00			2,950.00		w/ demand letter
Lina, Suzette	May 23-26,2017	374464	May 19, 2017	13,874.00			13,874.00		liq. 6/7/17 w/ coll. Of 150.00
Loreto, Dale	Sept.21-13,2017	374105	Sept.18,2017	1,840.00		1,840.00			OR#0400860 11/16/17
Managbanag, Ral-jie	June 15-22,2016	312798	June 14,2016	12,002.08				12,002.08	bal. for refund
Maurillo, Leonarda	July 18-29,2017	373800	July 19,2017	1,600.00			1,600.00		OR#0400861 11/17/17
Mazo, Analyn	Nov.8-10,2017	374494	Nov.14,2017	3,440.00	3,440.00				liquidated w/ coll. c/o PC-188.00
Mesias, Inish Chris	Nov.7-12,2017	374449	Nov.7,2017	1,062.00	1,062.00				OR#0400890 11/21/17
Modina, Ris Menoel	Nov.8-10,2017	374481	Nov.8,2017	662.00	662.00				OR#0400975 11/29/17
Montes, Humberto Jr.	Nov.8-12,2017	374453	Nov.7,2017	3,440.00	3,440.00				liquidated w/ coll. c/o PC-188.00
Nuñez, Tessie	Sept.18-22,2017	374056	Sept.13,2017	37,170.00			37,170.00		
Preciados, Lemuel	Oct.10,19-20,2017	374216	Oct.5,2017	16,920.00			16,920.00		liquidated w/ coll. c/o PC-637.00
Roa, Julieta	Sept.24-29 & Oct.15-20,2017	374109 & 374297	Sept.18 & Oct.13,2017	38,152.00		38,152.00			liquidated w/ coll. c/o PC; 16.92 & 523.00
Seriño, Moises Neil	Oct.1-7,2017	374183	Sept.29,2017	27,260.00		27,260.00			liquidated w/ coll. c/o PC-11.98
Sinon, Feliciano	Oct.16-18,2017	374261	Oct.12,2017	154.00		154.00			OR#0400876 11/21/17
Tan, Julie	Oct.25-Nov.5,2017	374242	Oct.6,2017	3,032.00		3,032.00			bal. for refund
Tulin, Edgardo	May 22-27, 2017	373446	May 17, 2017	11,623.95			11,623.95		liquidated OR#0400983 12/1/17
				304,851.93	70,963.40	118,448.00	103,438.45	12,002.08	
Special Purpose				1,813,299.84	1,058,507.11	303,556.90	388,508.61	62,727.22	

OR#0400983 12/1/17

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		Check #	Date		Less than 30 days	31-60 days	61-365 days	over 1 year		
	Date of Travel									
2. Foreign Travel										
3. Special Activities/Projects Adv. to Special Disb. Officers 01-Regular Agency Fund Ampac, Louella	19901030	71880	Oct. 23, 2017	42,404.27	42,404.27				partially liquidated 11/15/17	
Cano, Lourdes Alang-alang Campus Tolosa Campus		72039	Nov. 10, 2017 2016 2016 April, 2017 May, 2017	42,775.00 22,670.00 27,533.42 4,229.12 7,770.88	42,775.00		22,670.00 27,533.42 4,229.12 7,770.88			
				147,382.69	85,179.27	-	62,203.42	-		
05-Internally Generated Funds Tudtud, Daniel Jr Villocino, Aleli		352092 352021	Oct. 11, 2017 Sept. 19, 2017	26,151.83 81,715.00		26,151.83 81,715.00				Refunded 11/24/17
				107,866.83	-	107,866.83	-	-		
07-Trust Receipts Tulin, Edgardo		374064	Sept.13,2017	92,000.00			92,000.00			liquidated 11/29 w/ refund
CSI 05-Internally Generated Funds ALANG-ALANG TOLOSA				52,185.20 252,148.59	23,140.00	229,008.59		52,185.20		
			Sub-Total CSI	304,333.79	23,140.00	229,008.59	-	52,185.20		
07-Trust Receipts TOLOSA				24,480.00		14,400.00		10,080.00		
Advances to Operating Expen		19901010								

Name	Particulars	Reference (Check No. & Date)		Total Amount	Amount Due				Remarks
		Date of Travel	Check #		Date	Less than 30 days	31-60 days	61-365 days	
	01-Regular Agency Fund Bontuyan, Velma Sanico, Remegio		68165 68406	Jan. 18, 2017 Feb. 20, 2017	100,000.00 50,000.00 150,000.00	- - -	- - -	100,000.00 50,000.00 150,000.00	- - -
05-Internally Generated Funds Flores, Alicia Pacada, Nevin		324756 324734	Feb. 1, 2017 Jan. 30, 2017	150,000.00 50,000.00 200,000.00	- - -	- - -	150,000.00 50,000.00 200,000.00	- - -	
CSI 05-Internally Generated Funds ISABEL VILLABA				83,500.00 25,090.00 -	25,090.00	83,500.00			
			Sub-Total CSI	108,590.00	25,090.00	83,500.00	-	-	
4. Revolving Fund									
06-Business Related Funds Larrosa, Josefina		339257	Feb. 6, 2017	150,000.00	-	-	150,000.00		
			Sub-Total	150,000.00	-	-	150,000.00		
Special Activities/Projects				1,284,653.31	133,409.27	434,775.42	654,203.42	62,265.20	
GRAND TOTAL				3,097,953.15	1,191,916.38	738,332.32	1,042,712.03	124,992.42	
Certified Correct:									
ERLINDA S. ESGUERRA Head, Accounting Office			Approved by:						
			EDGARDO E. TULIN Agency Head						