

Report on Ageing of Cash Advance
Schedule of Advances to Officers and Employees
As of December 31, 2017

Agency Name : Duty Free Philippines Corporation
Agency Code: _____

Book No: _____
Account Title: _____
Account Code: _____

| 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) |
|----------------------------------|-----------------|--|-----------|--------------|------------|-------------------|------------|-------------|-------------|--|
| | | | | | Current | Less than 30 days | 31-60 days | 61-365 days | Over 1 year | |
| A. Advances for Special Purposes | | | | | | | | | | |
| 1. Local Travel | | | | | | | | | | |
| Sonia S. Cedo | 12/1/2017 | Trip to Cebu with S. Recortos and M.L.H. L. Ong to conduct year-end physical inventory of DFPC direct merchandise at Lahug-Waterfront Hotel and Mactan International Airport Store Outlets dated December 18 to 20, 2017 per T.O.# 17-181. | 180198 | 100.00 | / | | | | | Liquidated per AR# 5521 on 01/04/2018 |
| TOTALS : | | | | 100.00 | | | | | | |

Certified Correct: _____
EDNA L. TAN
Head, Accounting Office

Approved by: _____
VICENTE PELAGIO A. ANGALA
Agency Head

Verified by: _____
MARY ANNE MONTE
State Auditor IV

Date Submitted: _____

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

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| | | | | | Current | Less than 30 days | 31-60 days | 61-365 days | Over 1 year | |
| Special Activities/ Projects | | | | | | | | | | |
| | | | | | | | | | | |
| TOTALS: | | | | 0.00 | | | | | | |

Certified Correct: _____
 EDNA L. TAN
 Head, Accounting Office

Approved by: _____
 VICENTE PELAGIO A. ANGILA
 Agency Head

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 MAICO A. MONTA
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| 2.Foreign Travel | | | | | | | | | | |
| Jennifer F. Start | 11/20/2017 | Trip to Beijing China with Vicente Pelagio A. Angala and Luisa B. Recto to attend the 2017 China Investment and Trade Fair dated November 13 to 20, 2017 per T.O.# 17-170-171. | 179646/48 | 341,549.78 | / | | | | | Due for liquidation January 20, 2018. |
| TOTALS : | | | | 341,549.78 | | | | | | |

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 Head, Accounting Office

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 VICENTE PELAGIO A. ANGALA
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