

Report on Ageing of Cash Advance
Schedule of Advances to Special Disbursing Officer
As of March 31, 2018

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	
3. Special Disbursing/ Officer										
MONALISA O. REMO	01/05/2018	Expenses for the Enterprise Retail Solution Project (ERS) for DFPC as per Acctg# 17-176.	11	30,000.00	/					Ongoing Activity.
KATHERINE HEDDA D. TORRES	01/15/2018	Expenses for various meetings of the Change Management Team covering January to March 2018 as per Acctg# 18-001.	161	30,000.00	/					Ongoing Activity.
CRISANTO A. CAPILI	01/25/2018	Work and Financial Planning for C.Y 2018 per A# 18-008.	352	108,444.40	/					Ongoing Activity.
MANOLITO V. GRUELA	01/25/2018	Expenses for Ad Materials per A#18-012.	354	11,219.98	/					Excess cash per AR# 5768 dtd. 04/17/18 and 5776 dated 4/19/18.
ANNA LIZA B. AROJADO	02/12/2018	To defray expenses to be incurred for the Chinese New Year 2018 as per Acctg# 18-012.	714	344.00	/					Excess cash per AR# 5744 dated April 3, 2018
CECILIA P. FRILLES	02/19/2018	Strategic Performance Management System for January to March 2018 as per Acctg# 18-010.	838	6,500.00	/					Due for Liquidation on April 30, 2018.
JOEL R. PEREZ	02/27/2018	ISO-9001:2015 IQA dtd.Feb 26-March 22, 2018 per A# 18-017.	1021	81,457.77	/					Ongoing Activity
RENATO V. APOLINARIO	03/13/2018	To defray for the expenses to be incurred for the 2018 Women's Month Celebration as per Acctg# 18-022.	1358	52,236.22	/					Excess cash per AR# 5755 dtd. 4/12/2018 and 5791 dtd. 5/2/2018 respectively.
MARIA TERESA C. PANOPIO	03/14/2018	Expenses for Human Resource Management Division's Summer Outing as per as per Acctg. # 18-030.	1408	42,000.00	/					Upcoming Activity
JACQUELINE E. FERRER	03/19/2018	Expenses for OCOO, ODCOO Operations and Marketing Department's Summer Outing as per Acctg. #18-027.	1509	24,000.00	/					Due for Liquidation after completion of activity.
MAY A. BORJA	03/19/2018	Expenses for Security Department's Summer Outing as per Acctg# 18-03S.	1530	18,000.00	/					Upcoming Activity
AIZZA ZERRINA F. AGUILAR	03/20/2018	Expenses for Board Meeting dated March 21, 2018 per A# 18-042	1542	3,603.50	/					Excess cash per AR# 5741 dated April 3, 2018
RICKY T. OSAÑO	03/20/2018	Expenses for the Logistics Division's Summer Outing as per Acctg# 18-039.	1563	129,000.00	/					Upcoming Activity
JENIELYN M. SAMSON	03/20/2018	To defray for the expenses to be incurred for the Treasury Department's Summer Outing as per Acctg# 18-032.	1551	14,000.00	/					Due for Liquidation after completion of activity.

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JUVIE A. CASTILLO	03/20/2018	Expenses for Management Information Services Division's Summer Outing as per Acctg# 18-038	1570	55,000.00	/					Upcoming Activity
MARICOR F. MACAPAZ	03/21/2018	Expenses for Finance Division and Acctg. Dept. Summer Outing per A# 18-034	1584	42,000.00	/					Upcoming Activity
ROSALINA J. MAPE	03/23/2018	Expenses for DFP Cebu's (all assigned personnel) Summer Outing as per Acctg. #18-026.	1644	50,000.00	/					Upcoming Activity
ANNA LIZA B. AROJADO	03/23/2018	Expenses for "Heat Less Summer 2018" as per Acctg# 18-043.	1638	32,165.00	/					Due for Liquidation on May 15, 2018.
NORISSA N. ENRIQUEZ	03/23/2018	Expenses for SOD-NAIA T3 (all assigned personnel) Summer Outing as per as per Acctg. #18-024.	1645	33,000.00	/					Upcoming Activity
WILMER F. MAPA	03/23/2018	Expenses for Easter Event as per Acctg# 18-046.	1646	73,000.00	/					Upcoming Activity
MARIA VICTORIA M. RAMOS	03/26/2018	Expenses for ODCDO Administration Proper amd General Services Division's Summer Outing as per Acctg. #18-028.	1682	83,000.00	/					Upcoming Activity
MARY JANE B. VILLAMOR	03/26/2018	Expenses for COD-Manila and COD-Silay's (all assigned personnel) Summer Summer Outing as per Acctg# 18-033.	1687	145,000.00	/					Upcoming Activity
MONICA N. RUFFY	03/27/2018	Expenses for Store Operation Division's (Proper, FM, T1, T2 IAMS, CRD, After Sales and CRRS, Clark, Kalibo & Iloilo) (all assigned personnel) Summer Outing as per Acctg# 18-023	1695	177,000.00						Upcoming Activity
TOTALS:					1,240,970.87					

Certified Correct:

Approved by:

EDNA L. TAN
Head, Accounting Office

DOMINADOR A. SARMIENTO
OIC-Finance Division

Verified by:

Date Submitted: _____


Report on Ageing of Cash Advance
 Schedule of Advances to Officers and Employees
 As of March 31, 2018

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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)	
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A. Advances to Officers and Employees										
1. Local Travel										
Redentor M. Quejada	3/13/2018	Trip to Clark, Angeles, Pampanga of Redentor M. Quejada, Emmanuel T. Rañola & Renato P. De Guzman on March 19, 2018 to attend court hearing on Mark Angelo Valiente case at the RTC 3rd Judicial Region, Branch 56, Angeles City as per T.O.# 18-037.	1380	1,270.00	/					Excess per AR# 5771 dated April 18, 2018
TOTALS :				1,270.00						

Certified Correct:


 EDNA L. TAN
 Head, Accounting Office

Approved by:


 DOMINADOR A. SARMIENTO
 OIC-Finance Division

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2.Foreign Travel										
TOTALS :				-						

Certified Correct:

EDNA L. TAN
 Head, Accounting Office

Approved by:

DOMINADOR A. SARMIENTO
 OIC-Finance Division

Verified by:

Date Submitted: _____