

Report on Ageing of Cash Advance
Schedule of Advances to Special Disbursing Officer
As of June 30, 2018

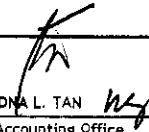
Agency Name : Duty Free Philippines Corporation
Agency Code: _____

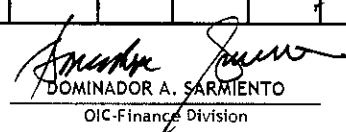
Book No: _____
Account Title: _____
Account Code: _____

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										
CHERRY R. GUEVARRA	05/03/2018	Expenses for the 31st DFPC Anniversary (Contingency) as per Acctg# 18-069.	2478	100,000.00	/					Ongoing Activity.
NHADA G. NANOV	05/03/2018	Expenses for the 31st DFPC Anniversary's Flores de Mayo, Singing contest & Cooking contest as per Acctg# 18-071.	2484	21,405.35	/					Ongoing Activity.
ABIGAE L. SERRANO	05/25/2018	Expenses for the repair and maintenance of DFPC service vehicle, replacement of of cylinder head, overhauling gasket and engine valve per Acctg# 18-068.	2893	3,621.79	/					Excess cash per AR# 6088 dated 07/05/2018
ELMER S. CRUZ	05/28/2018	Expenses for the purchase materials for repair and reconditioning air condition units at Fiestamall and EHA Bldg. as per Acctg# 18-045.	2916	161,000.00	/					Ongoing Activity.
JEANIE A. BONA O	05/29/2018	Expenses for the repair and maintenance, kilometer check-up of DFPC company vehicles as per Acctg# 18-049.	2952	164,438.00	/					Ongoing Activity.
CLAIRE B. ALTEA	06/04/2018	Expenses for the Travel Madness Expo 2018 as per Acctg# 18-076.	3043	117,600.00	/					Upcoming Activity.
ANNA LIZA B. AROJADO	06/19/2018	Expenses for the "Promotional Activities for the Month of June 2018" as per Acctg# 18-078.	3257	12,561.00	/					Due for Liquidation on July 2018.
IMELDA C. JAVIER	06/20/2018	Expenses for the Mabuhay Cards as per Acctg# 18-077.	3294	25,000.00	/					Ongoing Activity.
WILMER F. MAPA	06/25/2018	Expenses for the Duty Free Terminal III Opening as per Acctg# 18-081.	3381	63,050.00	/					Upcoming Activity
RENATO V. APOLINARIO	06/29/2018	Expenses for the 2018 DFPC Sportsfest (Dpening Day Physical Arrangements, snacks Contingency and others) as per Acctg# 18-082.	3461	46,743.78	/					Upcoming Activity
TOTALS:					715,419.92					

Certified Correct:

Approved by:


EDNA L. TAN
Head, Accounting Office


DOMINADOR A. SARMIENTO
OIC-Finance Division

Verified by:

Date Submitted: _____

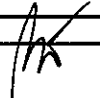
Report on Ageing of Cash Advance
Schedule of Advances to Officers and Employees
April to June 2018

Agency Name : Duty Free Philippines Corporation
 Agency Code: _____

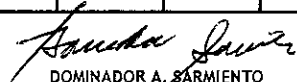
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2. Foreign Travel										
MA. LOURDES GUZMAN RIGETS	5/2/2018	Trip to Singapore on May 06 to 10, 2018 to attend the 2018 Tax Free World Association (TFWA) Asia Pacific Exhibition and Conference as per T.O.# 18-065.	2452	13,622.09	/					Due for Liquidation on July 10, 2018
VICENTE PELAGIO A. ANGALA	5/2/2018	Trip to Singapore on May 06 to 10, 2018 to attend the 2018 Tax Free World Association (TFWA) Asia Pacific Exhibition and Conference as per T.O.# 18-065.	2450	13,622.09	/					Due for Liquidation on July 10, 2018
TOTALS :				27,244.18						

Certified Correct:


 EDNA L. TAN
 Head, Accounting Office

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 OIC-Finance Division

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A. Advances to Officers and Employees										
1. Local Travel										
ROMEO E. SALADINO JR.	5/25/2018	Trip to Silay/Bacolod on May 26 to June 08, 2018 to relieve COD Acting Supervisor Evalyn T. Cusay at DFPC Silay Intl. Airport store outlet as per T.O.# 18-086.	2900	21,422.92	/					Excess cash per AR# 6099 dtd. 7/6/18 and 6200 dtd. 7/18/18
ANABELLE V. RAMOS	6/5/2018	Trip to Cebu of Anabelle V. Ramos, Crisanto A. Capili, Nanette A. Rarallo (OD Officer) & Marichelle L. Lozendo (OD Officer) on June 06, 08-09, 2018 to conduct ocular inspection of DFPC cebu stores testing/evaluation & final interview in relation to the opening of new DFPC Store at Terminal 2 of Mactan Cebu Intl. Airport and DFPC Reorganization as per T.O.# 18-085.	3061	62,000.00	/					Due for Liquidation on July 09, 2018.
CRISANTO A. DELOS SANTOS	6/18/2018	Trip to Cebu on June 22 - 25, 2018 to back load DFPC properties & corporate files at DFPC-Lahug & Mactan store outlets as per T.O.# 18-091.	3241	26,684.76	/					Due for Liquidation on July 25, 2018.
CELESTINO S. RAMOS JR.	6/20/2018	Trip to Cebu on June 18-21, 2018 to conduct inspection and testing of network cables at DFPC Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-092.	3283	24,700.00	/					Due for Liquidation on July 21, 2018.
NELSON M. DE CASTRO	6/22/2018	Trip to Cebu on June 25 to July 24, 2018 to supervise the construction of DFPC Mactan Intl. Airport Terminal 2 store outlet as per T.O.# 18-082.	3337	90,900.00	/					Due for Liquidation on August 24, 2018.
ANA MARIZ R. COCADIZ	6/26/2018	Trip to Cebu on June 27 - 30, 2018 to conduct testing and configuration of network equipment and testing of PLDT lines at Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-097.	3412	32,200.00	/					Due for Liquidation on July 30, 2018.
ANALIA R. DY	6/26/2018	Trip to Cebu on June 29 to July 02, 2018 to conduct technical support and hardware set-up in store opening at DFPC Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-098.	3416	25,360.00	/					Due for Liquidation on August 2, 2018.
CHRISTIAN TRINIDAD I. BAGTAS	6/26/2018	Trip to Cebu on June 26 - 30, 2018 to conduct AX Dynamics Implementation, Deployment set-up, Training and Application upgrade at Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-095.	3411	31,680.00	/					Due for Liquidation on July 30, 2018.
NESTOR S. ESPLANA	6/26/2018	Trip to Cebu of Nestor S. Esplana, Victor V. Tejones & Joanna Carla E. Antonio on June 29 to July 02, 2018 to conduct Training/Orientation of AX, POS and support store opening at DFPC Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-099.	3414	72,520.80	/					Due for Liquidation on August 2, 2018.
RAMON G. RABEC	6/26/2018	Trip to Cebu on June 28 to July 02, 2018 to install AX Deployment/Implementation at DFPC-Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-094.	3415	32,600.00	/					Due for Liquidation on August 2, 2018.
REYNANDO D. OMBAO	6/26/2018	Trip to Cebu of Reynando D. Ombao and Ace Archibald G. Vergara on June 26 to July 03, 2018 to conduct implementation of Microsoft AX Dynamics and installation of new POS Machines at Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-096.	3407	75,400.00	/					Due for Liquidation on August 3, 2018.

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1. Local Travel											
MICHELLE MARIE L. COMPUESTO	6/27/2018	Trip to Cebu of Michelle Marie L. Compuesto, Junel A. Alesna & Rommel P. Alegre on June 29 to July 01, 2018 to set up merchandise (new store) for the store opening at DFPC Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-100.	3433	42,680.00	/						Due for Liquidation on August 1, 2018.
MA. LOURDES P. MALABUYO	6/28/2018	Trip to Cebu of Ma. Lourdes P. Malabuyo, Anna B. Arojado & Gene Paolo H. Bautista on June 30 to July 02, 2018 to supervise and conduct different new store opening related activities at DFPC Mactan Intl. Airport store outlet (Terminal 2) as per T.O.# 18-101.	3331	74,600.00	/						Due for Liquidation on August 02, 2018.
TOTALS :				612,748.48							

Certified Correct:

Approved by:

Edna L. Tan
 EDNA L. TAN
 Head, Accounting Office

Dominador A. Sarmiento
 DOMINADOR A. SARMIENTO
 OIC-Finance Division

Verified by:

Date Submitted: _____