


**Report on Ageing of Cash Advance
Schedule of Advances to Officers and Employees
July to September 2018**

Agency Name : Duty Free Philippines Corporation
Agency Code: _____

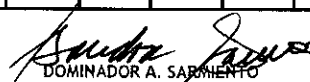
Book No: _____
Account Title: _____
Account Code: _____

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	
A. Advances to Officers and Employees										
I. Local Travel										
JOSE RONNEL V. DOMINGO	07/02/18	Trip for Hitachi Solutions Philippines Corporation personnel to Cebu Terminal 2 Mactan on June 30 to July 04, 2018 to render on-site technical and functional support relative to store opening and deployment of ERS system.	3474	16,910.38	/					Excess cash per AR# 6443 dated 08/20/2018
PACIFICO J. DETOYATO JR.	07/25/18	Trip to Clark, Angeles, Pampanga on August 01 - 14, 2018 to familiarized with your new store assignment at DFPC Clark Intl. Airport store outlet as per Amended T.O.# 18-105.	3381	5,565.88	/					Excess cash per AR# 6963 dated 10/29/2018
FERDINAND M. COMPUERTO	08/13/18	Trip to Cebu of Ferdinand M. Compuerto, Joel R. Perez, Cecilia M. Sarmiento & Kym Jeanette R. Santelices on August 23 - 24, 2018 to conduct BAC deadline of submission and Opening of Bids for Janitorial & Security Services for DFPC-Cebu store outlet as per T.O.# 18-112.	4503	3,032.00	/					Excess cash per AR# 6848 dated 10/8/18
OLIVER IRENEO R. ZAPA	08/23/18	Trip to Bacolod/Silay, Iloilo & Cebu of Oliver Ireneo R. Zapa, Ferdinand M. Compuerto, Cirilo F. Maglaqui, Rommel P. Alegre & Jane C. Javier (ISO Consultant) on August 29 to September 02, 2018 to conduct Internal Quality Audit (IQA) for ISO-9001:2015 as per T.O.# 18-115.	4763	121,671.88	/					Due for Liquidation on October 2, 2018.
MARLOWE G. LAO	08/24/18	Trip to Clark, Angeles, Pampanga on August 27 to October 05, 2018 to relieve COD Supervisor who is on maternity leave at Clark Intl. Airport store outlet as per T.O.# 18-113.	4803	8,021.00	/					Excess cash per AR# 6822 dted 10/3/2018
REDENTOR M. QUEJADA	09/06/18	Trip to Clark, Angeles, Pampanga of Redentor M. Quejada, Lea O. Miral & Renato P. De Guzman on September 13, 2018 to attend hearing against Mark Angelo Valiente case as per T.O.# 18-118.	5200	1,570.00	/					Excess cash per AR# 6835 dated 10/5/2018
BERNARDINO S. CRUZ	09/20/18	Trip to Cebu of Bernardino S. Cruz & Gladice S. Francisco on September 24 - 25, 2018 to conduct ISO-9001:2015 orientation for Cebu-based employees in preparation for TUV Rheinland Philippines first follow up audit at DFPC Mactan Intl. Airport store outlet as per T.O.# 18-124.	5525	48,480.00	/					Due for Liquidation on October 5, 2018
TOTALS :				255,251.14						

Certified Correct:


EDNA L. TAN
Head, Accounting Office

Approved by:


DOMINADOR A. SARMIENTO
OIC-Finance Division

Verified by:

Date Submitted: _____

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2.Foreign Travel										
TOTALS :				0.00						

Certified Correct:

Approved by:

EDNA L. TAN
Head, Accounting Office *ELT*

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

Verified by:

Date Submitted: _____

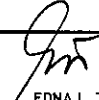
**Report on Ageing of Cash Advance
Schedule of Advances to Special Disbursing Officer
July to September 2018**

Agency Name : Duty Free Philippines Corporation
Agency Code: _____

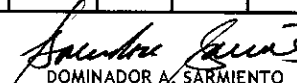
Book No: _____
Account Title: _____
Account Code: _____

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 3D days	31-6D days	61-365 days	Over 1 year	
3. Special Disbursing/ Officer										
ANA MARIE F. ARRIOLA	8/13/2018	Expenses for ISO 9001:2015 Internal Quality Audit and related activities as per Acctg# 18-017.	4510	70,400.00	/					Ongoing Activity.
ABIGAE L. SERRANO	8/23/2018	Expenses for repair and maintenance of DFP service vehicles as per Acctg# 18-088.	4731	13,311.94	/					Excess cash per AR# 6834 dated 10/5/2018 and 6863 dated 10/12/18
JOEL R. PEREZ	8/23/2018	Expenses for ISO 9001:2015 Internal Quality Audit and TUV Rheinland Philippines, Inc Surveillance Audit activities as per Acctg# 18-094.	4755	194,400.00	/					Ongoing Activity.
NHADA G. NANOY	8/29/2018	Expenses for the 2018 DFPC Sportsfest as per Acctg 18-087.	4918	353,394.65	/					Ongoing Activity.
NELSON M. DE CASTRO	9/28/2018	Expenses for the supply of labor for dismantling of DFPC Kalibo Arrival store as per Acctg.#18-096.	5726	35,000.00	/					Upcoming Activity.
TOTALS:				666,506.59						

Certified Correct:


EDNA L. TAN
Head, Accounting Office

Approved by:


DOMINADOR A. SARMIENTO
OIC-Finance Division

Verified by:

Date Submitted: _____