

**Report on Ageing of Cash Advance**  
**Schedule of Advances to Officers and Employees**  
**October to December 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	
<b>A. Advances to Officers and Employees</b>										
<b>1. Local Travel</b>										
RON A. DELA ROSA	10/8/2018	Trip to Kalibo, Aklan on October 16, 2018 due to scheduled resume operations at DFPC Kalibo Intl. Airport store outlet as per T.O.# 18-127.	5968	3,443.00	/					Excess cash per AR# 26 dated 11/13/16 and AR# 27 dated 12/4/2018
LILIBETH J. ESTALLO	10/9/2018	Trip to Clark, Angeles, Pampanga on October 11, 2018 to conduct store visit at DFPC Clark Intl. Airport store outlet as per T.O.# 18-144.	6003	1,389.00	/					Excess cash per AR# 7023 dated 11/07/2018
KAHREN JOY D. IGTANLOC	10/10/2018	Trip to Kalibo, Aklan of Kahren Joy D. Igtanloc on October 16, 2018 due to scheduled resumption of operations at DFPC Kalibo Intl. Airport store outlet as per T.O.# 18-141.	6042	158.00	/					Excess cash per AR# 25 dated 11/08/2018.
LORECEL J. BAUTISTA	10/10/2018	Trip to Kalibo, Aklan of Lorecel J. Bautista, Glen M. Arevalo & Shane F. Koukis on October 16, 2018 due to scheduled resumption of operations at DFPC Kalibo Intl. Airport store outlet as per T.O.# 18-140.	6038	1,093.50	/					Excess cash per AR# 24 dated 11/08/2018
ADRIAN C. SARANILLO III	11/9/2018	Trip to Silay/Bacolod on November 19 - 21, 2018 to install new POS Register at DFPC Silay Intl. Airport store outlet as per amended T.O.# 18-148.	6642	17,700.00	/					Liquidated and to be recorded December 2018.
KENNY MICHAEL L. BARTOLABAC	11/9/2018	Trip to Iloilo on November 21 - 23, 2018 to install the new POS Register at DFPC Iloilo Intl. Airport store outlet as per amended T.O.# 18-154.	6653	11,200.00	/					Liquidated and to be recorded December 2018.
CARINA FLORENCIA A. TINIO	11/27/2018	Trip to Bacolod to participate in the MICE Convention & Exhibition on November 27 - 29, 2018 at SMX Convention Center and Resorts Negrense, Bacolod City as per T.O.# 18-159.	7053	16,691.00	/					Liquidated and to be recorded December 2018.
ALICIA S. RECORTOS	12/7/2018	Trip to Angeles, Pampanga of Alicia S. Recortos, Edelmidia T. Acervo & Jared G. Yamoyam on December 18, 2018 to conduct year-end physical inventory of direct merchandise at DFPC Clark Intl. Airport store outlet as per T.O.#18-164.	7323	6,000.00	/					Liquidated and to be recorded December 2018.
CRISOSTOMO R. SAN JUAN	12/7/2018	Trip to Cebu of Crisostomo R. San Juan & Jose Manuel S. Javier on December 17-19, 2018 to conduct year-end physical inventory of direct merchandise at DFPC Mactan Intl. Airport store outlet as per T.O.# 18-162.	7320	31,051.75	/					Liquidated and to be recorded December 2018.
EDCIL B. MARQUESES	12/7/2018	Trip to Cebu on December 17-19, 2018 to conduct year-end physical inventory of direct merchandise at DFPC Mactan Intl. Airport store outlet as per T.O.# 18-168.	7319	17,900.00	/					Liquidated and to be recorded December 2018.
EMERSON C. PRADO	12/7/2018	Trip to Angeles, Pampanga on December 18, 2018 to conduct year-end physical inventory of direct merchandise at DFPC Clark Intl. Airport store outlet as per T.O.#18-169.	7317	1,680.00	/					Liquidated and to be recorded December 2018.
KENNETH JORDAN M. BRIONES	12/18/2018	Trip to Clark, Angeles, Pampanga of Kenneth Jordan M. Briones, Reynando D. Ombao, Rolando S. Angeles & Antonio O. Bocablo on December 26 - 28, 2018 to install the new POS Register at DFPC Clark Intl. Airport store outlet as per T.O.# 18-170.	7561	20,800.00	/					Liquidated and to be recorded December 2018.

**Report on Ageing of Cash Advance**  
**Schedule of Advances to Officers and Employees**  
**October to December 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	
<b>A. Advances to Officers and Employees</b>										
<b>1. Local Travel</b>										
ARTHUR D. BALAORO	12/21/2018	Trip to Clark, Angeles, Pampanga of Arthur D. Balaoro & Neil L. Villagomez on December 22, 2018 to repair the signage at DFPC Clark Intl. Airport store outlet as per T.O.# 18-172.	7685	2,122.00	/					Liquidated and to be recorded December 2018.
<b>TOTALS :</b>				<b>131,228.26</b>						

Certified Correct:

*[Signature]*  
 EDNA L. TAN  
 Head, Accounting Office

Approved by:

*[Signature]*  
 DOMINADOR A. SARMIENTO  
 OIC-Finance Division

Verified by:

Date Submitted: \_\_\_\_\_

Report on Ageing of Cash Advance  
 Schedule of Advances to Officers and Employees  
 October to December 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	
2.Foreign Travel										
TOTALS :				0.00						

Certified Correct: \_\_\_\_\_  
 EDNA L. TAN  
 Head, Accounting Office

Approved by: \_\_\_\_\_  
 DOMINADOR A. SARMIENTO  
 OIC-Finance Division

Verified by: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**Report on Ageing of Cash Advance**  
**Schedule of Advances to Special Disbursing Officer**  
**October to December 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	
<b>3. Special Disbursing/ Officer</b>										
ALLAN O. OGNITA	10/4/2018	Expenses for the repair of aircon unit at DFPC Bacolod store outlet as per Acctg#18-097	5877	49,696.50	/					Due for Liquidation December 2018.
RUBEN G. BENITO JR.	10/25/2018	Expenses for the proposed renevation of DFPC Iloilo International Airport store outlet as per Acctg#18-105	6379	36,409.00	/					Due for Liquidation December 2018.
KATHERINE HEDDA D. TORRES	10/29/2018	Expenses for the various meetings of the CMT covered Oct-Dec 2018 as per Acctg #18-114.	6617	50,000.00	/					Due for Liquidation December 2018.
VIRGO V. VIRGINES	10/29/2018	Expenses for Christmas Décor at Fiesta Mall store as per Acctg#18-111.	6416	484,165.71	/					Due for Liquidation December 2018.
VICTOR RAMON G. MARFORI JR.	11/20/2018	Expenses for the Customer Service Excellence Refresher Course and Values Orientation as per Acctg #18-119	6904	100,000.00	/					Due for Liquidation December 2018.
MANOLITO V. GRUELA	12/4/2018	Expenses for the Advertising Shirt at Terminal 3 as per Acctg #18-123.	7214	3,040.00	/					Liquidated but still to be recorded in the books for the month of December 2018.
CLAIRE B. ALTEA	12/7/2018	Expenses for the for the Local Products Shelf Talker as per Acctg #18-112.	7322	37,000.00	/					Due for Liquidation December 2018.
ROLANDO C. DURIANO	12/7/2018	Expenses for labor and materials for the repair of stockroom ceiling and roofing at DFPC Kalibo store outlet as per Acctg# 18-122.	7321	20,000.00	/					Due for Liquidation December 2018.
MARIBETH P. CEREZO	12/7/2018	Expenses for Merchandising Division's Christmas Party as per Acctg# 18-130.	7313	23,000.00	/					Due for Liquidation December 2018.
CLEOFE M. ASEHAN	12/10/2018	Expenses for Internal Audit Division's Christmas Party as per Acctg# 18-142.	7348	15,958.00	/					Due for Liquidation December 2018.
JACQUELINE E. FERRER	12/10/2018	Expenses for Office of the Deputy Chief Operating Officer for Operations Proper's Christmas Party as per Acctg# 18-139.	7350	7,000.00	/					Due for Liquidation December 2018.
JENIELYN M. SAMSON	12/10/2018	Expenses for the Treasury Department's Christmas Party as per Acctg# 18-131.	7352	14,126.62	/					Due for Liquidation December 2018.
RICKY T. OSAÑO	12/10/2018	Expenses for Logistics Division's Christmas Party as per Acctg# 18-129.	7351	131,000.00	/					Due for Liquidation December 2018.
JUVIE A. CASTILLO	12/11/2018	Expenses for Management Information Services Division's Christmas Party as per Acctg# 18-140.	7359	52,000.00	/					Due for Liquidation December 2018.
MA. LOURDES P. MALABUYO	12/11/2018	Expenses for the Media Appreciation Lunch 2018 as per Acctg# 18-147.	7374	171,794.34	/					Due for Liquidation December 2018.
MONICA N. RUFFY	12/11/2018	Expenses for Store Operation Division's (Proper, FM & Luxe, CRD, IAM, After Sales, DFPC Clark, NAIA T1, T2 & T3) Christmas Party as per Acctg# 18-127.	7364	194,000.00	/					Due for Liquidation December 2018.



Report on Ageing of Cash Advance  
 Schedule of Advances to Special Disbursing Officer  
 October to December 2018


Agency Name: Duty Free Philippines Corporation  
 Agency Code: \_\_\_\_\_

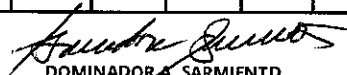
Book No: \_\_\_\_\_  
 Account Title: \_\_\_\_\_  
 Account Code: \_\_\_\_\_

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	61-90 days	Over 90 days	
<b>3. Special Disbursing/ Officer</b>										
		(January 01, 2019) as per Acctg# 18-109.	7666	1,500.00	/					Due for Liquidation February 1 2019.
GINA A. TABIOS	12/20/2018	Expenses for MISD-SOAD meal allowance for the Holiday Season (December 24, 25 & 31, 2018) as per Acctg# 18-109.	7665	5,550.00	/					Due for Liquidation December 2018.
MARIA LUCIA ZENaida Q. GAMEZ	12/27/2018	Expenses for Year-end physical count direct merchandise on January 4, 2019 as per Acctg # 18-150.	7706	45,000.00	/					Due for Liquidation February 4, 2019.
<b>TOTALS:</b>				<b>2,378,261.09</b>						

Certified Correct:

Approved by:

  
 EDNA L. TAN  
 Head, Accounting Office

  
 DOMINADOR A. SARMIENTA  
 OIC-Finance Division

Verified by:

Date Submitted: \_\_\_\_\_