

Report on Ageing of Cash Advance
Schedule of Advances to Officers and Employees
April to June 2020

Agency Name : Duty Free Philippines Corporation
Agency Code: _____

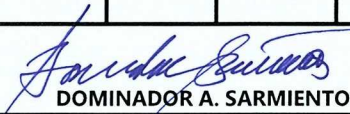
Book No: _____
Account Title: _____
Account Code: _____

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	
Foreign Travel										
TOTALS :				0.00						

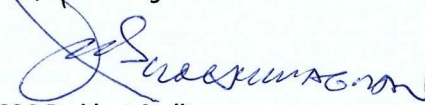
Certified Correct:


EDNA L. TAN
Head, Accounting Office

Approved by:


DOMINADOR A. SARMIENTO
OIC, Finance Division

Verified by:


COA Resident Auditor

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.

**Report on Ageing of Cash Advance
Schedule of Advances to Special Disbursing Officer
April to June 2020**

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	08/22/2019	Expenses to be incurred to the SPMS Workshop on Matrix Formulation as per Acctg# 19-077.	APV-000012948	60,219.78						Ongoing activity
RENATO V. APOLINARIO	9/11/2019	Expenses for the 2019 DFPC Sportsfest (Court/Lane Rental, Table Officials, Game Materials, Opening Day budget) as per Acctg# 19-083.	APV-000013514	83,816.36						Ongoing activity
NHADA G. NANOY	10/09/2019	Expenses for 2nd partial budget for Change Management Team Meetings and Materials as per Acctg#19-090.	APV-000014194	157,676.25						Ongoing activity
JEANIE A. BONAO	01/08/2020	Expenses for repair and maintenance of DFPC service vehicles as per Acctg# 19-101.	APV-000016285	191,789.00						Due for liquidation
MA. LOURDES P. MALABUYO	01/21/2020	Expenses to be incurred for the Chinese New Year celebration and sale event on January 25, 2020 as per Acctg# 20-005.	APV-000016588	1,500.00						Returned cash
CECILIA P. FRILLES	1/22/2020	Expenses to be incurred for the SPMS/PMT Meeting additional for the 1st quarter as per Acctg# 20-003.	APV-000016624	28,833.75						Ongoing activity
ANA MARIE F. ARRIOLA	02/26/2020	Expenses to be incurred during ISO 9001:2015 - 2020 Internal Quality Audit and related activities as per Acctg# 20-008.	APV-000017603	266,250.00						Discontinued activity as per Marie Arriola
BERNARDINE R. BELMONTE	02/27/2020	Expenses for 1) Refreshments of CNA Negotiating Panel 2) Strategic Planning on March 03, 2020 3) Regular Board Meeting on March 19, 2020 as per Acctg# 20-014.	APV-000017668	73,645.57						Liquidated dated June 14, 2020
VICTOR RAMON G. MARFORI JR.	02/28/2020	Expenses to be incurred for meals of participants of three (3) in-house trainings (Telephone Etiquette, Business Writing & English Proficiency) as per Acctg#20-015	APV-000017681	90,000.00						Ongoing activity
PATRICK P. LAYOSA	03/03/2020	Expenses to be incurred for the renewal of your License to own and posses Firearms (LTOPF) as DFPC Firearms Custodian as per Acctg# 20-009.	APV-000017795	3,000.00						Ongoing activity
KYM JEANETTE R. SANTELICES	3/6/2020	Expenses for the emergency purchase (2019 NCOV-ARD) of N95 Masks and alcohol with pump as per Acctg# 20-020.	APV-000017903	200,000.00						Liquidated but returned with deficiency
DOMINADOR A. SARMIENTO	3/10/2020	Expenses for the 2020 DFPC Strategic Planning on March 11-13, 2020 as per Acctg# 20-021.	APV-000017995	120,000.00						Liquidated with deficiency
CHERRY R. GUEVARRA	5/27/2020	Expenses to be incurred for the Covid 19 Rapid Testina Kits as per Acctg# 20-022	APV-000018352	125,000.00						Liquidated with deficiency
CHERRY R. GUEVARRA	6/11/2020	Expenses to be incurred for the COVID 19 Rapid Testina Kits Accountina No. 20-025	APV-000018493	205,000.00						
for reclassification and adjustments				(1,720.03)						
TOTALS :				1,605,010.68						

Certified Correct:




EDNA L. TAN

Head, Accounting Office

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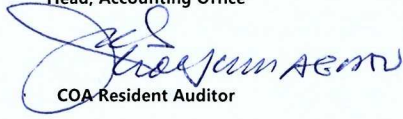
Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due					Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Current	Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances to Officers and Employees										
1. Local Travel										
CRISTELITA P. FIGUERRES	11/22/19	Trip to Puerto Princesa, Palawan of Cristelita P. Figuerres and Cherry DR. Guevarra dated November 26-30, 2019 to attend the annual Luzon Convention of Human Resource Management Practitioner (LCHRMP) as per T.O.# 2019-096.	APV-000015439	41,054.68	/					With Accounting Memo Request of holding of salary dated January 20, 2020.
MARIA LINDA A. AGCON	2/26/2020	Trip to Silay, Bacolod of Maria Linda A. Agcon and Maria Lucia Hazel L. Ong on February 27 - 28, 2020 to conduct audit activities at DFPC Silay/Bacolod Intl. Airport store outlet as per T.O.#2020-014.	APV-000017597	18,574.80	/					Due for liquidation March 28, 2020 (Awaiting signature of the COO as per Ms. Agcon.)
MARIA LUCIA HAZEL L. ONG	2/26/2020	Trip to Davao of Maria Lucia Hazel L. Ong, Maria Linda A. Agcon and Snooky P. Gallardo on March 04 - 05, 2020 to conduct audit activities at DFPC Davao Intl. Airport store outlet as per T.O.#2020-017.	APV-000017592	27,310.12	/					Due for liquidation April ,05 2020 (Awaiting signature of the COO as per Ms. Agcon.)
ALAN J. MIRAFLOR	2/26/2020	Trip to Iloilo of Alan J. Mirafior and Edcil B. Marqueses on February 27 - 28, 2020 to conduct audit activities at DFPC Iloilo Intl. Airport store outlet as per T.O.# 2020-012.	APV-000017589	28,600.00	/					Due for liquidation March ,28 2020 (Awaiting signature of the COO as per Ms. Aacon.)
ALDRIN D. RIVERA	2/26/2020	Trip to Mactan, Cebu of Aldrin D. Rivera, JJohn Mcwin A. Agno & Alan J. Mirafior on March 04 - 06, 2020 to conduct audit activities at DFPC Mactan Intl. Airport store outlet as per T.O.#2020-016.	APV-000017594	29,355.40	/					Due for liquidation April ,06 2020 (Awaiting signature of the COO as per Ms. Agcon.)
JONALYN N. GONZALES	2/26/2020	Trip to Kalibo, Aklan of Jonalyn N. Gonzales and Snooky P. Gallardo on February 27 - 28, 2020 to conduct audit activities at DFPC Kalibo Intl. Airport store outlet as per T.O.#2020-013.	APV-000017591	20,297.68	/					Due for liquidation March ,28 2020 (Awaiting signature of the COO as per Ms. Agcon.)
JOHN MCWIN A. AGNO	2/26/2020	Trip to Clark, Angeles, Pampanga of John Mcwin A. Agno, Joel G. Garcia & Jared G. Yamoyam on February 27 - 28, 2020 to conduct audit activities at DFPC Clark Intl. Airport store outlet as per T.O.# 2020-015.	APV-000017590	10,032.00	/					Due for liquidation March ,28 2020 (Awaiting signature of the COO as per Ms. Agcon.)
CELESTINO S. RAMOS JR.	3/5/2020	Trip to Mactan, Cebu with Edrald A. Jacildone on March 10-12, 2020 for the installation of POS machines & to provide network management and support at DFPC MCIA areas for implementation of Microsoft Dynamics AX at Mactan Intl. Airport, Terminal 1, Pre-Departure store outlets as per T.O.# 2020-019.	APV-000017871	19,551.56	/					Returned cash per AR# 9918 dated 07/01/2020
VICENTE PELAGIO A. ANGALA	3/6/2020	Trip to Boracay Island, Malay, Aklan of Vicente Pelagio A. Angala and Marc Russel Ann P. Lubangco on March 12-13, 2020 with the DOT regarding Presidential Visit as per T.O.# 2020-022.	APV-000017906	51,501.00	/					Cancelled travel
ALEXANDER ALLAN D. BALUYOT	3/12/2020	Trip to Davao of Alexander Allan D. Baluyot and Charles Edwin S. Fronda on March 24-26, 2020 to provide POS system management and support for the implementation of Microsoft Dynamics AX at Davao Intl. Airport Arrival Area and Visitor's Center store outlets as per T.O.# 2020-020.	APV-000018068	49,400.00	/					Cancelled travel due to Enhanced Community Quarantine
ANA MARIZ R. COCADIZ	3/12/2020	Trip to Davao of Ana Mariz R. Cocadiz and Mae Jilyn D. Castillo on March 24-26, 2020 to provide POS system management and support for the implementation of Microsoft Dynamics AX at Davao Intl. Airport Arrival Area and Visitor's Center store outlets as per T.O.# 2020-023.	APV-000018069	40,400.00	/					Cancelled travel due to Enhanced Community Quarantine
*for reclassification and adjustments:				(69,678.38)						
TOTALS :				266,398.86						

Certified Correct:



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Head, Accounting Office

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