


No.	Account Used	Name of Accountable Officer (AO)/ Employee	Purpose	Date Granted	Unliquidated Amount	Due Date of Liquidation	Age of Cash Advance	Status of AO/ Employee	Availability of Documents		Action taken by:		Status of Request for write off and/or Narrative Report (NR)	Amount written off/ Subject of NR	Remarks
									with (/)	without(/)	Agency Officials	Auditor			
4	Advances to Officers & Employees	LAUREN P. KIPAAN	Cash advance for the travelling expenses to participate in ULIS activity entitled :Aklatan: Experimental Learning Exposure of Library Best Practices" in Pampanga, Bataan 7 Bulacan" on December 8-9,2022	12/6/2022	27,750.00	1/10/2023	Less than 1 month								
5	Advances to Officers & Employees	ABAD, NIDA EULOGIO	*Travel to CHED, Manila on September 01, 2008; *Training Expenses at Bektey, Longlong on May 19-23, 2008	08/29/08 & 05/15/08	6,865.00	10/2/2008 & 06/22/08	more than 14 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
6	Advances to Officers & Employees	ABENOJA, ALMARIO	Travelling Expenses at Bektey, Longlong on May 19-23, 2008	09/01/2006	9,810.00	6/26/2008	more than 14 yrs	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
7	Advances to Officers & Employees	AYAN, ROSENDO	Travel to the National Library and IP Phil on November 15, 2012.	11/14/2012	6,530.00	12/17/2012	more than 9 years	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
8	Advances to Officers & Employees	BUGTONG, ALLEN	JEV-2007-06-000004 [To set up beginning balances under the eNGAS]	prior to 2007	9,276.00	-	more than 15 yrs.	retired/ resigned							
9	Advances to Officers & Employees	C. Buguias B.	beginning balances as of January 2016.	-	1,356.00	-	more than 6 years	-							

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10	Advances to Officers & Employees	COMPALA, ARES P.	Cash Advance for the Solid North Friendship Games at Nueva Viscaya State University	03/17/2010	2,640.00	04/16/2010	more than 12 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
11	Advances to Officers & Employees	FERNANDEZ, EDWARD	JEV-2007-06-000004 [To set up beginning balances under the eNGAS]	prior to 2007	4,500.00	-	more than 15 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
12	Advances to Officers & Employees	HENRY, ANGELO	JEV-2007-06-000004 [To set up beginning balances under the eNGAS]	prior to 2007	5,096.00	-	more than 15 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
13	Advances to Officers & Employees	LACANLALE, THADEUS	JEV-2007-06-000004 [To set up beginning balances under the eNGAS]	prior to 2007	1,346.50	-	more than 15 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
14	Advances to Officers & Employees	LAGMAN, CIRILO JR. A.	Travel expenses to Manila to send off David Whiting.	08/15/2014	6,500.00	09/16/2014	more than 8 years	retired							demand letter dated June 23, 2016 and August 2, 2017 was issued
15	Advances to Officers & Employees	MUNAR, ELMER	JEV-2007-06-000004 [To set up beginning balances under the eNGAS]	prior to 2007	7,790.00	-	more than 15 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced

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16	Advances to Officers & Employees	PADUA, DAKILA	registration fee and TEV while on OB to Manila on February 12-15, 2004	02/12/2004	3,863.33	3/22/2004	more than 18 yrs.	retired/ resigned							demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced
17	Advances to Officers & Employees	RECONCILING, BEG BALANCE	accumulated balances since ENGAS set up in 2007 to 2015	various dates	62,718.95	-	more than 15 yrs.	-							
18	Advances for Payroll	Domingo, Norma	Various Cash Advances for the period 2007-2014	2007-2014	819,867.99	-	more than 15 yrs	retired							amount refers to reconciling items established by the audit team during cash examinations conducted in 2011 to May 2017
19	Advances for Payroll	Limpin, Oscar	Various Cash Advances granted prior to 2007.	prior to 2007	535,220.64		more than 15 yrs.	retired							
20	Advances for Operating Expenses	MAYOS, NORMA	To record the adjusted Beginning Balances of Accounts (AUCS and PPSAS compliant) as of December 31, 2014 for Special Trust Fund (STF).	prior to 2014	5,000.00	1/20/2015	more than 7 years	retired							
<i>Sub-Total</i>					1,488,380.41										
BUSINESS TYPE INCOME															
21	Advances to Officers and Employees	DEMOT, JULIET	Beginning balance on June 30, 2007; carrying amount in January 2004.	prior to 2004	2,175.08	1/31/2004	more than 18 years	retired							

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22	Advances to Officers and Employees	LIMPIN, OSCAR B.	Beginning balance on June 30, 2007; carrying amount in January 2004; reference SL 1997	12/31/1997	2,000.00	1/31/1998	more than 24 years	retired							
23	Advances to Officers and Employees	RAMOS, ESTRELLA	Beginning balance on June 30, 2007; carrying amount in January 2004.	prior to 2004	13,223.00	1/31/2004	more than 18 yrs.	retired							
24	Advances to Officers and Employees	WAYAN, PABLO P.	Working Capital of the Floriculture Project; beginning balance on June 30, 20017; carrying amount in January 2004.	prior to 2004	1,999.00	1/31/2004	more than 18 yrs.	retired							
<i>Sub-Total</i>					19,397.08										
TRUST FUND- TRUST RECEIPTS															
25	Advances to Officers and Employees	AVILA, JANE K.	2007 beginning balances under the Engas	prior to 2007	207.67	-	more than 15 yrs.	retired							
26	Advances to Officers and Employees	AYYOKAD, LITO O.	Travelling expenses while on OB to CICT, Quezon City on April 17-19, 2011.	4/5/2011	2,344.00	5/20/2011	more than 11 years	resigned							
<i>Sub-Total</i>					2,551.67										
GRAND TOTAL					1,512,339.16										

Certified Correct:


IMELDA B. GALINATO
 Accountant IV

Verified By:

MARIBETH V. ZARATE
 Audit Team Leader