



Republic of the Philippines
Benguet State University
La Trinidad, 2601 Benguet



January 17, 2024

MS. MARIBETH V. ZARATE
State Auditor IV
COA – Benguet State University

COMMISSION ON AUDIT
RECEIVED
JAN 18 2024
Date: _____
By: _____
BENGUET STATE UNIVERSITY

Madam:

Respectfully transmitting to your office, the Status of Unliquidated Cash Advances as of December 31, 2023.

Please acknowledge the receipts thereof.

Very truly yours,


IMELDA B. GALINATO, PhD
Accountant IV



Benguet State University
Status of Unliquidated Cash Advances
As of DECEMBER 31, 2023

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			
REGULAR AGENCY FUND															
1	Advances to Officers and Employees	ESTRELLITA M. DACLAN	Grant of cash advance for the diesel expenses of the bus to be used during the 2023 BSU-GAD Year-End Evaluation and Accomplishment Reporting Workshop on December 20-22, 2023 at Sabangan, Ilocos Sur.	12/13/2023	30,000.00	1/22/2024	Less than 1 month	still connected with the agency							<i>not yet due</i>
2	Advances to Officers and Employees	MARIDEL P. LANGBIS	Grant of cash advance for the travelling expenses to Cebu City to attend the investiture of Dr. Daniel Ariso Sr. as the 6th President of Cebu Normal University on December 13-15, 2023. Driver claimed.	12/5/2023	55,712.56	1/15/2024	Less than 1 month	still connected with the agency							<i>not yet due</i>
3	Advances to Officers and Employees	DONATO R. WANAWAN	PAYMENT OF CASH ADVANCE FOR TRAVEL EXPENSES TO ATTEND THE 2023 NATIONAL GOVERNMENT EMPLOYEES WEEK ACTIVITIES AT ERMITA, MANILA ON DECEMBER 4 7, 2023	12/4/2023	28,920.00	1/7/2024	Less than 1 month	still connected with the agency							<i>expensed outright</i>

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18	Advances to Special Disbursing Officer	BOKOD - HENRIETTA BENCIO	To Record Grant of Cash Advance for Payment of Student Assistants' Wages from August to November 2023	12/1/2023	18,266.25	1/1/2024	Less than 1 month	still connected with the agency							
19	Advances to Officers and Employees	LORELLE R. OLLAYAN-	Grant of Cash Advance for traveling expenses to Birth Hoors, Noite on December 4-7,2023. (RESEARCH)	11/30/2023	21,750.00	1/7/2024	Less than 1 month	still connected with the agency							<i>liquidated January</i>
20	Advances to Special Disbursing Officer	BOKOD - HENRIETTA BENCIO	To record cash advance for payment of overload of COS Faculty from August 9 to October 31, 2023	11/28/2023	89,243.67	12/28/2023	Less than 1 month	still connected with the agency							
21	Advances to Special Disbursing Officer	BUGLIAS GRACITA N. ESTOCAPIO-	Grant of Cash Advance for the refund of school fees for the First semester of A. Y. 2023-2024 paid by students who are qualified for free higher Education and students who withdrawn their enrollment.	11/8/2023	44,566.75	12/8/2023	Less than 1 month								<i>not yet due</i>
22	Advances to Special Disbursing Officer	JOAN ANN B. DECINA	Grant of Cash Advance for payment of incentive to university band members for the month of September 2023. (GASS)	11/6/2023	30,000.00	12/6/2023	Less than 1 month	still connected with the agency							<i>liquidated January</i>
23	Advances to Special Disbursing Officer	BOKOD: HENRIETTA BENCIO	To record cash advance for payment of salaries/wages of 6 COS employees of BSU-Bokod for the month of September 2023.	11/3/2023	71,481.50	12/3/2023	Less than 1 month	still connected with the agency							<i>past due</i>
24	Advances to Officers and Employees	JEFFEE BEN B. PINOS-AN	Grant of cash advance to attend and participate in the integrated capability training by the Philippine Quality Award (PQA) of DTI to help organizations from public and private sectors acquire a comprehensive learning experience in the practice of the assessment process towards achieving performance excellence through the framework. No driver claimant.	10/17/2023	32,630.00	11/28/2023	Less than 1 month	still connected with the agency							<i>not yet due</i>

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32	Advances for Operating Expenses	MAYOS, NORMA SAMIDAN	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	1/26/2015	more than 8 years	retired							<i>past due</i>
33	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							<i>past due; deceased</i>
34	Advances to Officers & Employees	AYAN, ROSENDO ()	Travel to the National Library and IP Pini on November 15, 2012.	11/14/2012	6,530.00	12/17/2012	more than 10 years	retired /resigned							<i>demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced</i>
35	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 13 yrs.	retired/ resigned							<i>demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced</i>
36	Advances to Officers & Employees	ABAD, NIDA EULOGIO	*Travel to CHED, Manila on September 01, 2008. *Training Expenses at Bektex, 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							<i>demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced</i>
37	Advances to Officers & Employees	ABENOJA, ALMARIO BUGARIN	Travelling Expenses at Bektex, Longlong on May 19-23, 2008	09/01/2006	9,810.00	6/26/2008	more than 15 yrs	retired/ resigned							<i>demand letter dated June 23, 2016 was prepared but not issued since whereabouts of AO cannot be traced</i>
38	Advances for Payroll	NORMA PASCUA DOMINGO	Various Cash Advances for the period 2007-2014	2007-2014	819,867.99	-	more than 16 yrs	retired							<i>no clearance</i>
39	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 16 yrs.	retired/ resigned							<i>no clearance</i>
40	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 16 yrs.	retired/ resigned							<i>no clearance</i>
41	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 16 yrs.	retired/ resigned							<i>no clearance</i>

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52	Advances to Officers and Employees	GEMMA S. DAS-ILEN	To record the Grant of Cash Advance for the conduct of interviews with incubatees and the ATBI's institution for the Socio-Economic Impact Study at the University of the Philippines Visayas (UPV) and Capiz State University from December 3-8, 2023. Change to AATTBI.	11/28/2023	32,677.98	1/8/2024	More than 1 month	still connected with the agency							<i>not yet due</i>
53	Advances to Officers and Employees	ALLAN C. SACPA	To recognize grant of cash advance for the hotel transportation, and honorarium of the representatives of Senator Sonny Angara for the first Angara Friendship Games on July 8-10, 2023 to be held at Benguet State University.	7/7/2023	115,000.00	8/10/2023	More than 2 months	still connected with the agency							<i>past due</i>
54	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 12 years	resigned							<i>separated, without clearance</i>
55	Advances to Officers and Employees	AVILA, JANE K.	2007 beginning balances under the Engas	prior to 2007	207.67	-	more than 16 yrs.	retired							<i>separated, without clearance</i>
				<i>Sub-Total</i>	165,729.65										
				GRAND TOTAL	3,298,374.40										

Certified Correct:

Verified By:


IMELDA B. GALINATO
 Accountant V

MARIBETH V. ZARATE
 Audit Team Leader