



**Annex 3: Report on the Ageing of Cash Advances
Schedule of Advances to Special Disbursing Officer and Advances to Officers and Employees
As of November 15, 2017**

Agency Name: Department of Science and Technology
Agency Code: 19-001-03-00017

Account Title: Advances to Special Disbursing Officer
Advances to Officers and Employees
Account Code: 19901030 and 19901040

Name	Particulars	Reference (Check No. & Date)	Due Date	Total Amount	Not yet Due	Days	Amount Due			Remarks
							Less than 30 Days	31 - 60 Days	61-365 Days	
A. Advances to Special Disbursing Officer										
Katherine Aprilie S. Dula	cash advance of expenses to be incurred in the repair of DOST - MIMAROPA RSTL facility	16101050161 & 6/27/2016	11/30/2016	84,500.00		350.00			84,500.00	the said amount is in the process of settlement
Christine F. Diwata	various expenses to be incurred in conducting trainings.	17101030045 & 3/22/2017	12/31/2017	193,950.00	78,216.68					due to the tight schedule of the trainings, the trainings are always rescheduled and is expected to be finished before december 15, 2017
Marcellina V. Servatez	various expenses to be incurred to conduct Training on Food Safety, Machine Operation & Maintenance, Food Processing and Nipa Sugar Production on June 27 - July 5, 2017 in Romblon.	17101050102 & 6/14/2017	12/31/2017	136,650.00	83,547.96					due to the tight schedule of the trainings, the trainings are always rescheduled and is expected to be finished before december 15, 2017
Raymart c. Narsico	various expenses to be incurred for the implementation of the 2017 Best Technopreneur Awards	17101050115 & 6/30/2017	10/14/2017	211,080.00		32.00		1,428.00		unexpended balance was returned on december per OR # 1496657
Vincent S. Labindao	various expenses to be incurred in conducting Training on Strategic Marketing, Record Keeping and Management, Square Meter Garden and Soil Broom Making.	17101050118 & 6/30/2017	10/9/2017	45,490.00		37.00		275.00		unexpended balance is estimated to be returned in December 7, 2017
Pacifico t. Saniego III	repair expenses to be incurred for the DOST-MIMAROPA RSTL Metrology facility.	17184090193 & 9/27/2017	12/31/2017	185,000.00	185,000.00	-				repair is still ongoing and estimated to be finished before December 15, 2017
Niescee Eiscene C. Talamas	various expenses to be incurred for the conduct of Science, Technology and Innovation Roadshow on October 25-27, 2017 in Coron, Palawan.	1710110227 & 10/24/2017	11/25/2017	52,730.00	52,730.00					liquidation is in transit as of December 7, 2017
Sub-total				909,400.00	399,494.64			1,703.00	84,500.00	

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Name	Particulars	Reference (Check No. & Date)	Due Date	Total Amount	Not yet Due	Days	Amount Due			Remarks	
							Less than 30 Days	31 - 60 Days	61-365 Days		Over 1 year
B. Advances to Officers and Employees											
1. Local Travel											
Eleazar P. Manaog	travel expenses to be incurred to attend and participate for the DOST-MIMAROPA ManComm and SETUP projects meeting in Palawan. (March 30-April 2, 2017)	17101030041 & 3/16/2017	2-May-17	20,671.50		197.00			20,671.50		partially liquidated on December 7, 2017 and the remaining balance is still awaiting for ticket refund due to cancellation of travel
Sub-total				20,671.50					20,671.50		
2. Foreign Travel											
Sub-total											
TOTAL				930,071.50	399,494.64				1,703.00	105,171.50	

Certified Correct:


 JEFFREY D. VARELA
 Accountant III

Approved by:


 MA. JOSEFINA P. ABILCA
 Regional Director

Verified By:

LEONARDO C. MAYO JR.
 State Auditor III