

METROPOLITAN CEBU
**WATER
DISTRICT**

November 26, 2021

MR. CHRISMOND P. AGUINOD
OIC- Lead Auditor
Commission on Audit
Office of the Audit Team Leader-MCWD

Sir:

Transmitting herewith the Aging of Cash Advance Report as of November 15, 2021.

Thank you.

Respectfully yours,

ENGR. STEPHEN D. YEE
Acting General Manager

Commission on Audit

Water District Audit Group

RT-Team 1

Received by: CY

Date: 11/29/21

Time: _____

REPORT ON AGING OF CASH ADVANCES												
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES												
AS OF NOVEMBER 15, 2021												
AGENCY NAME : METROPOLITAN CEBU WATER DISTRICT										BOOK NO.		
AGENCY CODE :									ACCOUNT TITLE : Advances to Officers and Employees			
										ACCOUNT CODE : 127		
NAME		DATE OF C/A GRANTED	PARTICULARS	REFERENCE	TOTAL AMOUNT GRANTED	AMOUNT LIQUIDATED	OUTSTANDING BALANCE	AMOUNT DUE				REMARKS
								LESS THAN	31-60	61-365	OVER	
								30 DAYS	DAYS	DAYS	1 YEAR	
A. Advances for Regular Disbursing Officer												
1. LOCAL TRAVEL/OFFICIAL PURPOSE												
Cabello	Gracelyn	October 31, 2021	Cash advance for the essential needs of the school during opening of classes (Department of Education - Brigada Eskwela 2021-2022)	APV-2021-10-0367	10,000.00		10,000.00	10,000.00				liquidated on Nov 22,2021
Cabello	Gracelyn	November 15, 2021	Cash advance of materials to be used for Clean Up Drive in Casili Reservoir	APV-2021-11-0029	15,000.00		15,000.00	15,000.00				
Diola	Michael	November 11, 2021	Cash advance for site inspection Acceptance as the Single Calculated Responsive Bidder for the Supply and Delivery of Water Truck (10,000 Lit Cap) under PR No. 28091-001going to Manila, Caloocan and Mandaluyong	APV-2021-11-0115	5,886.00		5,886.00	5,886.00				
Espina	Emmanuel	November 11, 2021	Cash advance for the travel of site inspection Acceptance as the Single Calculated Responsive Bidder for the Supply and Delivery of Water Truck (10,000 Lit Cap) under PR No. 28091-001 going to Manila, Caloocan and Mandaluyong	APV-2021-11-0116	5,886.00		5,886.00	5,886.00				
Tercero	Garry	November 9, 2021	Cash Advance for the travel of to conduct site inspection Acceptance as the Single Calculated Bidder for the Supply and Delivery of Water Truck (10,000 Lit Cap) under PR No. 28091-001	APV-2021-11-0100	5,886.00		5,886.00	5,886.00				
			SUB - TOTAL		42,658.00	-	42,658.00	42,658.00	-	-	-	

REPORT ON AGING OF CASH ADVANCES												
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES												
AS OF NOVEMBER 15, 2021												
AGENCY NAME : METROPOLITAN CEBU WATER DISTRICT										BOOK NO.		
AGENCY CODE :									ACCOUNT TITLE : Advances to Officers and Employees			
										ACCOUNT CODE : 127		
NAME		DATE OF C/A GRANTED	PARTICULARS	REFERENCE	TOTAL AMOUNT GRANTED	AMOUNT LIQUIDATED	OUTSTANDING BALANCE	AMOUNT DUE				REMARKS
								LESS THAN	31-60	61-365	OVER	
								30 DAYS	DAYS	DAYS	1 YEAR	
B. Advances for Special Purposes												
1.Other Advances												
Villafior	Cesar Clinton Jr.	January 31, 2021	BIR Backpay	JV-2021-01-0033	8,812.75		8,812.75	8,812.75				Demand letter already sent to Mr.Villafior on Aug 27, 2021.
			SUB - TOTAL		8,812.75		8,812.75	8,812.75	-	-	-	
2. Change Fund												
Ancit	Elvie	January 6, 2021	Change fund - teller	APV-2021-01-0051	2,000.00		2,000.00			2,000.00		
Andaya	Sarah	January 6, 2021	Change fund - teller	APV-2021-01-0045	2,000.00		2,000.00			2,000.00		
Cabello	Gracelyn	November 5, 2021	Change fund - teller	APV-2021-11-0033	2,000.00		2,000.00			2,000.00		
Esma	Galaxy	January 6, 2021	Change fund - teller	APV-2021-01-0053	2,000.00		2,000.00			2,000.00		
Espenosa	Rempin May Ange	January 6, 2021	Change fund - teller	APV-2021-01-0047	2,000.00		2,000.00			2,000.00		
Estando	Carmel	January 6, 2021	Change fund - teller	APV-2021-01-0048	2,000.00		2,000.00			2,000.00		
Gabuya	Gigi Rose	January 6, 2021	Change fund - teller	APV-2021-01-0050	2,000.00		2,000.00			2,000.00		
Jaranilla	Margarette	January 6, 2021	Change fund - teller	APV-2021-01-0044	2,000.00		2,000.00			2,000.00		
Mondragon	Aileen	January 6, 2021	Change fund - teller	APV-2021-01-0049	2,000.00		2,000.00			2,000.00		
Ramil	Muriel	January 6, 2021	Change fund - teller	APV-2021-01-0052	1,000.00		1,000.00			1,000.00		
Ventic	Joy	January 6, 2021	Change fund - teller	APV-2021-01-0046	2,000.00		2,000.00			2,000.00		
			SUB - TOTAL		21,000.00	-	21,000.00	-	-	21,000.00	-	

REPORT ON AGING OF CASH ADVANCES


SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES


AS OF NOVEMBER 15, 2021

[illegible]

REPORT ON AGING OF CASH ADVANCES												
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES												
AS OF NOVEMBER 15, 2021												
AGENCY NAME : METROPOLITAN CEBU WATER DISTRICT										BOOK NO.		
AGENCY CODE :										ACCOUNT TITLE : Advances to Officers and Employees		
										ACCOUNT CODE : 127		
NAME	DATE OF C/A GRANTED	PARTICULARS	REFERENCE	TOTAL AMOUNT GRANTED	AMOUNT LIQUIDATED	OUTSTANDING BALANCE	AMOUNT DUE				REMARKS	
							LESS THAN	31-60	61-365	OVER		
							30 DAYS	DAYS	DAYS	1 YEAR		
3.5. SSS Loan												
Obierez, Jewel	October 1992	SSS loan		13,973.97	-	13,973.97				13,973.97	Accountable employee cannot be located. (See attached letter returned by courier).	
		SUB - TOTAL		13,973.97	-	13,973.97	-	-	-	13,973.97		
3.6. Car Loan												
Redoble, Primo	January 1995	Car loan		13,441.19	-	13,441.19				13,441.19	Demand letter sent. Employee no longer connected with the company.	
		SUB - TOTAL		13,441.19	-	13,441.19	-	-	-	13,441.19		
GRAND TOTAL				395,956.09	-	395,956.09	51,470.75	-	21,000.00	323,485.34		

Certified Correct :



PIA MAE S. BARNIDO
Acting Manager-FMD


EDGAR H. DONOSO
AGM FOR FINANCE

Verified by:

COA Audit Team Leader

Approved by:


STEPHEN D. YEE
Acting General Manager

Date Submitted: _____