

SCHEDULE OF CASH ADVANCES TO OFFICERS AND EMPLOYEES (123ca)
As of November 15, 2016

Preliminary

NAME OF EMPLOYEE/ OFFICER	AMOUNT GRANTED	DATE GRANTED	AMOUNT	1-30 DAYS	31-60 DAYS	OVER 60 DAYS	PARTICULARS	REMARKS
Alzona Anna Marie		10-17-16	80,000.00		80,000.00		Rental and Purchase of props/booth enhancement for the final showcase of the RedBox talents Cycle 1 Finalist and food for the speaker during the Style Matters Master Class to the designers	Liquidation in process
Arellano, Victoria	4,030.00	11-07-16	4,030.00	4,030.00			Travelling expenses in connection w/ travel to Butuan City 08-10 Nov. 2016 to present CITEM program and services to promote Manila Fame and IFEX	Liquidation in process
Buyao, Malerna	55,178.00	11-09-16	54,594.00	54,594.00			Purchase of office supplies for the 4th Quarter of APP 2016.	Liquidation in process
Calo, Marlene	30,000.00	11-15-16	30,000.00	30,000.00			Various expense in connection with the Citem Vision Setting Workshop scheduled on 17-18 November 2016 at CITEM Hallone	Liquidation in process
Dela Cruz, Katherine		08-15-16	30,262.70			30,262.70	US\$ 650 for various expenses re: NY NOW 2016 held last 18-25 August 2016 in New York, USA.	Liquidation in process
Evio, Marjo F.	1,500.00	11-03-16	1,500.00	1,500.00			Pre-travel allowance re: Exploratory Meeting @ IFFT 2016 in Tokyo Japan 05-08 Nov. 2016 and participation in the 83rd UFI Global Congress Shanghai China 08-13 Nov. 2016	Liquidation in process
Evio, Marjo F.	61,250.21	11-04-16	61,250.21	61,250.21			US\$ 1,251 for the DSA in connection w/ travel in the 83rd UFI Global Congress Shanghai China held on 08-13 November 2016.	Liquidation in process
Evio, Marjo F.	39,168.80	11-04-16	11,200.90	11,200.90			US\$ 800 for various expenses in connection w/ travel in the 83rd UFI Global Congress Shanghai China held on 08-13 November 2016.	Liquidation in process
Gaetos Rosario Virginia		10-18-16	1,500.00		1,500.00		Pre-travel expenses in connection w/ her travel in Hanoi, Vietnam for the 6th ASEAN Sharing Council on 25-28 October 2016	Liquidation in process
Gaetos Rosario Virginia		10-19-16	10,727.42		10,727.42		US\$ 220 for the DSA in connection w/ her travel in Hanoi, Vietnam for the 6th ASEAN Sharing Council on 25-28 October 2016.	Liquidation in process
Gaetos Rosario Virginia	1,500.00	11-03-16	1,500.00	1,500.00			Pre-travel allowance re: Exploratory Meeting @ IFFT 2016 in Tokyo Japan 05-08 Nov. 2016 and participation in the 83rd UFI Global Congress Shanghai China 08-13 Nov. 2016	Liquidation in process
Gaetos Rosario Virginia	104,504.35	11-03-16	104,504.35	104,504.35			US\$ 2,141 for the daily subsistence allowance re: Exploratory Meeting @ IFFT 2016 in Tokyo Japan 05-08 Nov. 2016 and Participation in the 83rd UFI Global Congress Shanghai China 08-13 Nov. 2016	Liquidation in process
Liwanag, Rosario T.		10-19-16	11,137.20		11,137.20		US\$ 650 for the various expenses for the participation in SIAL Paris 2016 13-23 Oct. 2016.	Liquidation in process
Mariquina, Eva Marie		10-03-16	2,260.00		2,260.00		Travelling expenses to Bacolod re: Export Coaching on Oct. 4, 2016.	Liquidation in process
Mariquina, Eva Marie		10-11-16	1,500.00		1,500.00		Pre-travel expenses in connection w/ her travel in Hanoi, Vietnam for 6th ASEAN Sharing Council on 25-28 October 2016	Liquidation in process
Mariquina, Eva Marie		10-19-16	10,727.42		10,727.42		US\$ 220 for the DSA in connection w/ her travel in Hanoi, Vietnam for the 6th ASEAN Sharing Council on 25-28 October 2016.	Liquidation in process
Mariquina, Eva Marie		10-19-16	12,296.50		12,296.50		US\$ 500 for the SDO in connection w/ her travel in Hanoi, Vietnam for 6th ASEAN Sharing Council on 25-28 October 2016.	Liquidation in process

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
Preliminary

NAME OF EMPLOYEE/ OFFICER	AMOUNT GRANTED	DATE GRANTED	AMOUNT	1-30 DAYS	31-60 DAYS	OVER 60 DAYS	PARTICULARS	REMARKS
Matute, Maria Rita		10-17-16	111,500.00		111,500.00		Various expenses for the Cultural Masters and their assistants and reimbursements on their food and transportation in connection w/ their participation during the Manila Fame-October 2016.	Liquidation in process
Montermayor, Maritess		09-14-16	16,900.00			16,900.00	Purchase of cellcards for the CITEM Staff for the Manila FAME Oct. 2016.	Liquidation in process
Ocampo, Romleah	1,500.00	11-02-16	1,500.00	1,500.00			Travel Expenses in connection w/ Tokyo Design Week 2016 and IFFT 2016 04-08 Nov. 2016	Liquidation in process
Ocampo, Romleah	66,968.69	11-02-16	66,968.69	66,968.69			US\$ 1,372 for the DSA in connection with Tokyo Design Week 2016 and International Furniture Fair Tokyo (IFFT 2016) 04-08 Nov. 2016	Liquidation in process
Ocampo, Romleah	141,551.90	11-03-16	126,818.22	126,818.22			US\$ 2,900 for Various expenses in connection w/ Tokyo Design Week 2016 and International Furniture Fair Tokyo (IFFT 2016) 04-08 Nov. 2016	Liquidation in process
Oribiana, Rowena		10-19-16	10,862.00		10,862.00		Travelling expenses International Journalist in Connection with MFI-Oct. 2016.	Liquidation in process
Panotes, Rosemarie	4,030.00	11-07-16	4,030.00	4,030.00			Per diem in connection w/ travel to Butuan City 08-10 Nov. 2016 to attend Negosyo Konsumer atbp.	Liquidation in process
Pineda, Katrina	4,030.00	11-07-16	4,030.00	4,030.00			Per diem in connection w/ travel to Butuan City 08-10 Nov. 2016 to attend Negosyo Konsumer atbp.	Liquidation in process
Tuazon, Marilou G.		10-14-16	11,824.00	11,824.00			Travelling expenses to Cebu in connection with the planning seminar held on October 19-21, 2016.	Liquidation in process
Villanueva, Eileen Roshan	1,500.00	10-17-16	1,500.00		1,500.00		Pre-travel expenses in connection w/ her Hanoi, Vietnam for the 2nd Tourism Service Design Workshop on 22-27 Oct 2016	Liquidation in process
	<u>515,211.95</u>		<u>784,923.61</u>	<u>483,750.37</u>	<u>254,010.54</u>	<u>47,162.70</u>		

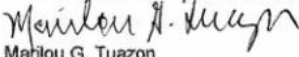
Prepared by:


Edna G. Go
Senior Bookkeeper

Noted by:


Aurelia O. Cruz
OIC, Corporate Services

Validated/Verified by:


Marilou G. Tuazon
State Auditor IV/Audit Team Leader

Current outstanding cash
advance (Nov. 2016)

784,923.61

Add:

Long outstanding cash
advances (JEV# 14-04-06)

1,378,924.76 *
2,163,848.37

* Excluding dormant cash advances amounting to P 1.4M with
age over 10 years, requested for write-off.