

SCHEDULE OF CASH ADVANCES TO OFFICERS AND EMPLOYEES (123ca)
As of November 15, 2022

NAME OF EMPLOYEE/ OFFICER	AMOUNT GRANTED	DATE GRANTED	AMOUNT	1-30 DAYS	31-60 DAYS	OVER 60 DAYS	PARTICULARS
Alzona, Anna Marie	3,500.00	11-07-22	3,500.00	3,500.00			Pre-travel allowance re: 12th Asian Design Sharing Council meeting on November 9-12, 2022 in Jakarta, Indonesia.
Dinglasan, Karla Grace	3,750.00	11-04-22	3,750.00	3,750.00			Travelling expense for travel to Tarlac and Pampanga for product inspection for Ambiente 2023.
	<u>7,250.00</u>		<u>7,250.00</u>	<u>7,250.00</u>	-	-	

Prepared by:


Malerna C. Buyad
Chief, Controllership Division *df*

Noted by:


Ma. Lourdes D. Mediran
OIC, Deputy Executive Director

Current outstanding cash advance (November 2022)	7,250.00
Add:	
Long outstanding cash advances(JEV# 14-04-06)	1,378,924.76
	<u>1,386,174.76</u>

SCHEDULE OF CASH ADVANCES TO OFFICERS AND EMPLOYEES (103)

As of November 15, 2022

NAME OF EMPLOYEE/ OFFICER	AMOUNT GRANTED	DATE GRANTED	AMOUNT	1-30 DAYS	31-60 DAYS	OVER 60 DAYS	PARTICULARS
Bagulbagul, Norman	48,000.00	11-07-22	48,000.00	48,000.00			Purchase of roundtrip ticket of Anna Alzona re: 12th Asian Design Sharing Council meeting on November 9-12, 2022 in Jakarta, Indonesia.
Bagulbagul, Norman	15,000.00	11-07-22	15,000.00	15,000.00			Purchase of tokens for the Board member re: 12th Asian Design Sharing Council meeting on November 9-12, 2022 in Jakarta, Indonesia.
Calo, Marilene	35,000.00	11-04-22	-	0.00			Purchase of tokens for Board member and food for pre-board and board meeting on Nov. 7-8, 2022.
Dinglasan, Karla Grace	33,750.00	11-04-22	33,750.00	33,750.00			Travelling expenses of 2 CITEM staff and driver and DCP representative (6 pax) for travel to Tarlac and Pampanga for product inspection for Ambiente 2023 on Nov. 7-9, 2022.
Dinglasan, Karla Grace	10,000.00	11-04-22	10,000.00	10,000.00			Gas and toll fees for travel to Tarlac and Pampanga for product inspection for Ambiente 2023 on Nov. 7-9, 2022.
Dizon, Catherine	4,500.00	11-07-22	4,500.00	4,500.00			Registration fee for the 27th Israel Chamber of Commerce of the Phils. General Membership and Dinner meeting on November 9, 2022 in Makati City of Lourdes Mediran and Romina Magno.
Montemayor, Maritess	40,000.00	11-14-22	40,000.00	40,000.00			Purchase of tokens for Katha award speakers and judges.
Que, Consuelo	40,900.00	11-14-22	40,900.00	40,900.00			Purchases of deisel, gasoline, engine oil and upper/lower ball joint.
Tala Zuasula, Juna	53,000.00	11-14-22	53,000.00	53,000.00			Travelling expenses re: 77th PICPA Annual Conference on November 23-26, 2022
	<u>280,150.00</u>		<u>245,150.00</u>	<u>245,150.00</u>	-	-	

Prepared by:


Malerna C. Buyac
Chief, Controllership Division

Noted by:


Ma. Lourdes D. Mediran
OIC, Deputy Executive Director