

**Report on Ageing of Cash Advances**  
**Schedule of Advances to Disbursing Officers/Officers and Employees**  
**As of November 15, 2015**  
**(All Funds)**

Agency Name: INTERCOUNTRY ADOPTION BOARD  
 Agency Code : D5180

Book No:  
 Account Title: **Advances to SDO/Officers & Employees**  
 Account Code: **1-99-01-020/1-99-01-030/1-99-01-040**

Name	Date CA granted	Particulars	Reference (Check No.)	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purposes</b>									
<b>1. Local Travel</b>									
DELA CRUZ, KATHERINE	03-05-15	Daily Subsistence Allowance re: official travel to Iloilo City on March 13, 2015	994744	7,600.00			7,600.00		liquidations received on 12-01-15 for processing subject to refund of unused cash advance.
<b>2. Foreign Travel</b>									
GATMAITAN, DANILO P.	09-24-15	50% Daily Subsistence Allowance re: official travel to Indiana, USA for the period September 29 - October 30, 2015	998112	115,948.06	115,948.06				
TARADJI, PARISYA	03-26-15	Daily Subsistence Allowance re: official travel to France, Switzerland and Italy for the period April 9-22, 2015	994763	180,649.80			180,649.80		
<b>3. Special Activities</b>									
SANTOS. JANET T.	01-23-15	Revolving cash advance for the purchase of prepaid mobile load for official use of ICAB, CY 2015	992293	15,000.00	15,000.00				On-going activity/to be liquidated at year end
SANTOS. JANET T.	04-23-15	Additional revolving cash advance for the purchase of prepaid mobile load for CY 2015	101101-04-004	8,500.00	8,500.00				
SANTOS. JANET T.	06-25-15	13th Global Consultation on Child	995108	220,129.87		220,129.87			Net of 1st partial liquidation of

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		Welfare Services to be held on September 2-4, 2015							P42,270.13 submitted
<b>4. Trust Account for Pre-adoptive Costs</b> ESCALANTE, GINA C.	02-05-10	Processing of pre-adoptive cost/ pre-travel expenses with Liaison for CY 2010	636134	51,766.36				51,766.36	Represents unliquidated balance with Notice of Audit Suspension/ Disallowance and pending appeal
ESCALANTE, GINA C.	02-24-15	Revolving cash advance for the processing of pre-adoptive cost/ pre-travel expenses with Liaison for CY 2015	954979	500,000.00	500,000.00				On-going activity/to be liquidated at year end
MANGABAT, HERMAN T.	06-25-15	Revolving cash advance for the processing of pre-adoptive cost/ pre-travel expenses without Liaison for CY 2015	995025	450,000.00	450,000.00				On-going activity/to be liquidated at year end
MANGABAT, HERMAN T.	08-13-15	Processing of pre-adoptive cost of PAC: Antivo siblings	955047	95,800.00		95,800.00			For completion within the year. Liquidation Report shall be submitted before year ends.
MANGABAT, HERMAN T.	09-10-15	Processing of pre-adoptive cost of PAC: Purisima siblings	995072	138,074.37	138,074.37				-do-
PODIHON, RUTCHEL Q.	06-17-15	CY 2015 Summer Hosting Program (sponsored by Hand in Hand Int'l) Indiana, USA for the period July 10-August 10, 2015	955022	174,262.00		174,262.00			Summer Hosting Program was re-scheduled to September 15-October 15, 2015. Liquidation Reports will be submitted before year ends.
PODIHON, RUTCHEL Q.	07-30-15	CY 2015 Summer Hosting Program (sponsored by Sacred Portion) Indiana, USA for the period July 10-August 10, 2015	955038	151,427.93	151,427.93				Summer Hosting Program was re-scheduled to September 15-October 15, 2015. Liquidation Report for review and will be submitted within December 2015.
<b>B. Advances to Regular Disbursing Officers</b>									

Name	Date CA granted	Particulars	Reference (Check No.)	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>1. Payroll</b>									
MANGABAT, HERMAN T.	10-21-15	Board per Diem - July 1-31, 2015	101101-10-007	31,500.00	31,500.00				
MANGABAT, HERMAN T.	10-21-15	Board per Diem - Aug. 1-31, 2015	101101-10-007	36,000.00	36,000.00				
MANGABAT, HERMAN T.	11-04-15	Board per Diem - Sept.1-30, 2015	101101-11-001	33,000.00	33,000.00				
MANGABAT, HERMAN T.	11-04-15	ICPC Honorarium - Oct. 1-31, 2015	101101-11-001	33,660.00	33,660.00				
<b>2. Seminar/Conference Expenses</b>									
TUNGOL, MARIVIR T.	04-10-15	Cash advance to cover initial deposit to open an LBP-ATM account for official use re: LDDAP-ADA	101101-04-004	500.00			500.00		
TUNGOL, MARIVIR T.	05-21-15	ICA Training at Chalet Hotel, Baguio City on May 24-30, 2015	995042	46,500.00			46,500.00		Liquidation Report dated 10-06-15 for processing subject to refund of unused cash advance
<b>TOTALS</b>				<b>2,290,318.39</b>	<b>1,513,110.36</b>	<b>490,191.87</b>	<b>235,249.80</b>	<b>51,766.36</b>	

Certified Correct:

Approved by:

**CARINA F. SANGIL, CPA**  
Accountant III

**BERNADETTE B. ABEJO**  
Executive Director

Verified by:

Date Submitted: \_\_\_\_\_

**FELICIANO B. DE LEON, Jr.**  
Audit Team Leader