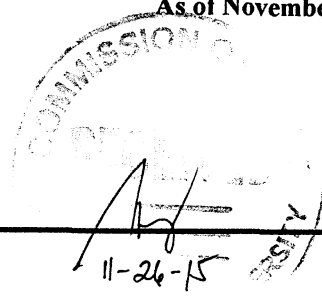


**Annex 3-Report on Ageing of Cash Advance
Schedule of Advances to Officers & Employees
As of November 15, 2015**

Agency Name: **BATANGAS STATE UNIVERSITY**
Agency Code: **A-4989**

Book Title:
Account Title: **Advances to Officers and Employees, Advances for Payroll
Advances to Special Disbursing Officer & Advances for Operating Expense**
Account Code: **1-99-01-040, 1-99-01-020, 1-99-01-030 & 1-99-01-010**



Name	Particulars	Fund	Total Amount	Date of Check	Not yet due	Amount Due				Remarks Date of Liquidation	
						Less than 30 days	31-60 days	61-365 days	over 1 year		
A. Advances for Special Purpose											
1. LOCAL TRAVEL											
Manilyn V. Calapatia	Exp in attending the Int'l Technical Certificate (ITC) in Oil & Gas Operational Safety (TNT's NEBOSH Oil & Gas) at Alabang, Muntinlupa City on Sep 14-18, 2015	F101	3,308.50	9/18/15				3,308.50			Liquidation ongoing
Joseph Mendoza	Exp in attending Annual Nat'l Convention Cum Seminar (AGLA) at Cebu City on Oct 7-9, 2015	F101	1,531.98	9/24/15				1,531.98			Return 11-20-15
Neil Mame	Exp in conducting Team Building of CAS at Pico de Loro, Nasugbu, Batangas on Oct 15-16, 2015	F101	62,400.00	10/12/15			62,400.00				
Evangeline Gardiano	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	7,500.00	10/14/15			7,500.00				
Anna Maria Rivera	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	7,500.00	10/14/15			7,500.00				Liquidation ongoing
Chevelle Gaan	Exp in attending "A Mixed Methods Approach to Health Research: Essentials of Qualitative Methods & Questionnaire Design in Health Research at UP-PGH, Ermita, Manila on Oct 27-29, 2015	F101	9,092.00	10/14/15			9,092.00				
Rowena Abrea	Exp in attending the Nat'l Conference on Research in Teacher Education 2015 at UP College of Education, Benitez Hall, Quezon City on Oct 22-24, 2015	F101	3,260.00	10/21/15			3,260.00				
Reynaldo Balahibo	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	8,140.00	10/21/15			8,140.00				Liquidation ongoing
Jorge Cantos	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	8,140.00	10/21/15			8,140.00				Liquidation ongoing
Bryan Manalo	Exp in attending the Nat'l Conference on Research in Teacher Education 2015 at UP College of Education, Benitez Hall, Quezon City on Oct 22-24, 2015	F101	3,260.00	10/21/15			3,260.00				
Romeo Guillo Jr	Exp in attending the Nat'l Conference on Research in Teacher Education 2015 at UP College of Education, Benitez Hall, Quezon City on Oct 22-24, 2015	F101	3,260.00	10/21/15			3,260.00				
Jovito C. Plata	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	8,140.00	10/21/15			8,140.00				Liquidation ongoing
Jennifer Manalo	Exp in attending the Nat'l Seminar on Student Discipline, Campus Crime Prevention & Crime Scene Mgt in Higher Education on Oct 26-28, 2015 at Dalig, Antipolo City	F101	7,500.00	10/21/15			7,500.00				Liquidation ongoing
Irish Giselle C. Bautista	Exp in attending the Nat'l Seminar-workshop on differentiated Instruction at Cebu City on Nov 13-16, 2015	F101	8,101.80	10/26/15	8,101.80						
Total Forwarded ---			141,134.28		8,101.80	128,192.00	4,840.48				

Total Forwarded - - -			141,134.28		8,101.80	128,192.00	4,840.48	-	-	
Virginia A. Blanco	Exp in attending the Nat'l Seminar-workshop on differentiated Instruction at Cebu City on Nov 13-16, 2015	F101	8,101.80	10/26/15	8,101.80					
Antonette T. Geron	Exp in attending the Nat'l Seminar-workshop on differentiated Instruction at Cebu City on Nov 13-16, 2015	F101	8,101.80	10/26/15	8,101.80					
Rosario L. Cuevas	Exp in attending 1st Nat'l Conference on Digital Heritage at Roxas Blvd, Pasay City on Nov 4-6, 2015	F101	4,880.00	10/27/15		4,880.00				
Araceli Luna	Exp in attending 1st Nat'l Conference on Digital Heritage at Roxas Blvd, Pasay City on Nov 4-6, 2015	F101	4,880.00	10/27/15		4,880.00				
Maria Theresa Hernandez	Exp in attending 2 days training workshop on Gender Analysis Tools at Mla Grand Hotel-Nov 11-12, 2015	F101	4,644.00	11/5/15		4,644.00				
Celso Zara	Exp in attending the Nat'l Seminar-workshop on differentiated Instruction at Cebu City on Nov 13-16, 2015	F101	8,101.80	11/6/15	8,101.80					
Jerick Pecaso	Exp in attending Int'l Environmental Educators Conference on Nov 25-26, 2015	F101	7,860.00	11/6/15	7,860.00					
Arnold Malaluan	Exp in attending the 70th Annual Convention of PICPA at Puerto Princesa, Palawan on Nov 25-28, 2015	F101	10,000.00	11/9/15	10,000.00					
Armando V. Mendoza Jr	Exp in attending the Nat'l Seminar workshop on Capability Enhancement organized by PAEPI Inc at TUP Ermita Manila on Nov 16-18, 2015	F101	7,310.00	11/10/15	7,310.00					
Neres Ann Manguiat	Exp in attending 6th Nat'l Chemical Eng'g Symposium & 39th Annual Inter U Chemical Eng'g Quiz show at UP Diliman, Quezon City on Nov 14-15, 2015	F101	5,660.00	11/13/15	5,660.00					
Leopoldo G. Clavel Jr	Exp in the Nat'l Cheer Leading Competition at Alabang, Muntinlupa on Sep 19-20, 2015	F164	18,800.00	9/15/15			18,800.00			
Eufemia Amul	Exp in Team Building Activity at Shercon Resort Mataas na Kahoy on October 3-4, 2015	F164	40,000.00	10/1/15			40,000.00			Liquidated 11-19-15
Gerard Remo	Exp attending 15th Nat'l Peso Congress at PICC Manila on October 26-28, 2015	F164	5,169.25	10/14/15		5,169.25				Liquidated 11-18-15
Camilo Alulod	Exp attending 15th Nat'l Peso Congress at PICC Manila on October 26-28, 2015	F164	5,253.25	5/14/15		5,253.25				Liquidated 11-18-15
Servillano Gardiano	Exp in the Team Building on Oct 22-23, 2015 at Shercon Resort, Mataas na Kahoy, Lipa City	F164	59,840.00	10/21/15		59,840.00				
Michael Bathan	Exp in attending 16th Nat'l Scout Jamboree at Enercgy Park, Tagum City Davao del Norte-Oct 24-30, 2015	F164	3,000.00	10/26/15		3,000.00				
Enrico Dalangin	Exp in the 47th BatStateU Regular Board Meeting at UP Diliman, Quezon City on October 26-27, 2015	F164	25,000.00	10/26/15		25,000.00				Liquidation ongoing
Joanalyn Estioco	Exp in attending the 9th Annual Media Conference & 5th Nat'l Journalism Quiz bee at Paras Beach Resort Mambajao, Camiguin on Oct 27-29, 2015	RTF	192,117.00	10/22/15		192,117.00				Liquidation ongoing
Cherry U. Banta	Exp in attending National 2 day training workshop on Gender Analysis Tools at Manila Grand Hotel on November 11-12, 2015	Arasof	4,560.00	11/5/15		4,560.00				
Cristy Carandang	Exp in attending seminar workshop on October 9-11, 2015	Malvar	10,000.00	10/8/15			10,000.00			
Genalyn Panganiban	Exp in attending seminar workshop on October 9-11, 2015	Malvar	10,000.00	10/8/15			10,000.00			
Marvin Saludo	Exp in attending seminar workshop on October 9-11, 2015	Malvar	6,348.00	10/8/15			6,348.00			
Erwin de Castro	Exp in attending seminar on October 19-30, 2015	Malvar	36,640.00	10/13/15			36,640.00			
Amado C. Gequinto	Exp in attending the 12th National Convention	Malvar	7,910.00	10/21/15			7,910.00			
Mary Grace Salitamos	Exp in attending seminar on November 4-6, 2015	Malvar	9,968.00	10/21/15			9,968.00			
Glenda Dimaano	Exp in attending seminar on November 11-12, 2015	Malvar	4,514.00	11/9/15			4,514.00			
Genalyn Panganiban	Exp to be incurred in violence against women seminar on November 13, 2015	Malvar	19,670.00	11/9/15	19,670.00					
Sub Total			669,463.18		82,907.20	496,567.50	89,988.48	-	-	

2. FOREIGN TRAVEL

Albertson Amante	Exp in the 3 months study visit at Center for the Entrepreneurship & Technology I University of California Berkely this September 15 to December 20, 2015	F164	82,531.60	9/7/15	82,531.60					
Sub Total			82,531.60		82,531.60	-	-	-	-	

3. SPECIAL ACTIVITIES/PROJECTS

Eufemia Amul	Exp in holding Phil Statistics Quiz BatStateU Elimination at Main Campus I on Oct 19, 2015	F101	13,100.00	10/20/15		13,100.00					
Bendalyn Landicho	Exp in conducting the seminar to train the faculty members in teaching pedagogies on Oct 29-30, 2015	F101	60,100.00	10/27/15		60,100.00					
Charmain Rose Triviño	Exp in conducting 2 days seminar workshop on Nov 5-6, 2015 at Main Campus	F101	10,000.00	11/2/15		10,000.00					Liquidated 11-20-15
Mary Grace Fajilan	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						
Anton Louise de Ocampo	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						
Janice Peralta	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						
Mark Gerald Quinia	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						
Divina Gracia D. Ronquillo	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						Liquidation ongoing
Anela Salvador	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						Liquidation ongoing
Ralph Gerard Sangalang	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/10/15	3,500.00						
Eleonor Sepillo	Exp in extension proj Breaking Down Barriers towards a Gender Fair Academic Community at Talahib Pandayan Nat'l High School on Nov 16, 2015	F101	4,500.00	11/11/15	4,500.00						
Expedito Acorda	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/12/15	3,500.00						
Elisa Gutierrez	Exp in attending the IRCIEST on Nov 18-20, 2015 at Main Campus I	F101	3,500.00	11/12/15	3,500.00						
Joeven E. Santos	Exp in the local intramurals of Rosario Campus on Aug 17-19, 2015	F164	46,710.00	8/14/15					46,710.00		
Amor Magtibay	Exp for Citrone Lamok Tepok Phase I at BSU BS Biology Environmental Campaign against Dengue on Sep 25, 2015	F164	25,000.00	9/16/15				25,000.00			
Edzel Gamab	Exp for the Grand Alumni Night exp on Sep 26, 2015	F164	18,900.00	9/21/15				18,900.00			
Francisco Aguirre	Exp for President Cup on Oct 2 2015 to March 10, 2016	F164	26,400.00	9/22/15	26,400.00						
Rowena Anyayahan	Exp in the proj Community Based Herbs & Spices Demo Farm in Sawang Lobo for the period Jul-Oct 2015	F164	32,140.00	10/5/15		32,140.00					Liquidated 11-23-15
Sandy Gonzales	Exp in the MOCK Accreditation on October 22, 2015 at Lemery Campus	F164	6,000.00	10/15/15		6,000.00					Liquidated 11-18-15
Rosalie R. Rojas	Exp in the implementation of the Extension project Handog Katarungan ng CTE para sa Brgy Katandaan, Nasugbu on September - November 2015	F164	39,910.00	10/16/15	39,910.00						
Myrna Garcia	Exp in the implementation of extension proj "Livelihood Enhancement Through Improved Native Chicken Production for Bignay Community at Lobo, Bats on November 2015-November 2016	F164	56,400.00	10/21/15	56,400.00						
Mario Bukas	Exp for the purchase of supplies & mat'l, Transpo, communication for Internal Assessment Unit	F164	7,800.00	10/21/15		7,800.00					Liquidation ongoing
Eva Lucero	Exp in the implementation of the extension proj in Lobo, Batangas on November 2015	F164	29,160.00	10/22/15	29,160.00						
Domiciano Silang	Exp for the use of vehicles in shutling guest & participants in the forthcoming IRCIEST on Nov 18-20, 2015	F164	5,000.00	10/27/15	5,000.00						
Anabel Banuelos	Exp in the implementation of proj Installation of DOST STARBOOKS in Matamis Elem School on Oct 2015	F164	19,328.50	10/27/15		19,328.50					
Francis Balazon	Exp in the implementation of the extension proj Red Cross 143 in Brgy Balintawak, Lipa City-Nov 7-8, 2015	F164	31,557.00	10/28/15		31,557.00					Liquidated 11-18-15
Lovilet Molo	Exp in the Preliminary Survey Visit by AACUP on November 2-6, 2015 at Lemery Campus	F164	48,225.00	10/28/15		48,225.00					Liquidation ongoing
Nerissa Rodriguez	Exp in the forthcoming Preliminary Survey Visit of Balayan Program BSHRM on Nov 2-6, 2015	F164	2,292.00	10/30/15		2,292.00					Liquidated 11-18-15
Mars Panganiban	Exp in the implementation of the extension proj Small Scale Enterprise Dev't for women & community groups in Brgy Bignay, Lobo, Batangas on September-December 2015	F164	41,800.00	11/3/15	41,800.00						
Kristoffer Conrad Tejada	Exp in 2015 IRCIEST at BCCC re: preparation & actual conduct of the Conference Banquet-Nov 18-20, 2015	F164	8,000.00	11/4/15	8,000.00						Liquidated 11-23-15
Total Forwarded - - -			563,822.50		242,670.00	230,542.50	43,900.00	46,710.00	-		

Total Forwarded - - -			563,822.50		242,670.00	230,542.50	43,900.00	46,710.00	-	
Jovito Plata	Exp in purchasing supplies to be needed in the operations of light & sound in the IRCIEST 2015	F164	5,000.00	11/10/15	5,000.00					
Marcelo Agustin	Exp in conducting IRCIEST 2015 on November 18-20, 2015 at Main Campus	F164	22,000.00	11/12/15	22,000.00					Liquidated 11-23-15
Jeffrey Sarmiento	Exp for the purchase of materials to be used for the IRCIEST 2015 on November 18-20, 2015 at Main Campu	F164	9,000.00	11/13/15	9,000.00					
Glenda Dimaano	Exp for the faculty development seminar on November 12-14, 2015	Malvar	5,328.00	11/13/15	5,328.00					
Sub Total			605,150.50		283,998.00	230,542.50	43,900.00	46,710.00	-	

B. Advances to Regular Disbursing Officers

1. PAYROLL



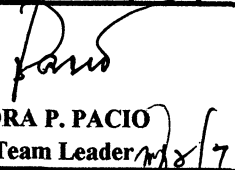
Susan Datingaling-Disbursing	Payment for Cash Gift & Year End Bonus 2015 for Casual Employees	F101	29,401.00	11/9/15		29,401.00				
Susan Datingaling-Disbursing	Payment for Cash Gift & Year End Bonus 2015 for Separated Faculty & Employees	F101	54,222.83	11/12/15		54,222.83				
Susan Datingaling-Disbursing	Payment for part time Lecturer for the months of July to September 2015	F164	123,639.88	10/19/15		123,639.88				
Susan Datingaling-Disbursing	Payment for salaries of part time lecturer for the months of July to October 2015	F164	72,111.00	10/29/15		72,111.00				
Susan Datingaling-Disbursing	Payment for salaries of Student Assistant for the month of September 2015	F164	39,926.50	11/3/15		39,926.50				
Susan Datingaling-Disbursing	Payment for salaries of Culture & Arts trainors for the months of June-September 2015	F164	85,995.00	11/3/15		85,995.00				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees (Janitorial Services) for the period of Oct 16-30, 2015	F164	365,147.59	11/5/15		365,147.59				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of October 16-31, 2015	F164	635,619.98	11/5/15		635,619.98				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of October 16-31, 2015	F164	872,390.54	11/5/15		872,390.54				
Susan Datingaling-Disbursing	Payment for salaries of Substitute Instructor for the months of August to October 2015	F164	34,709.46	11/11/15		34,709.46				
Susan Datingaling-Disbursing	Payment for salaries of Additional of JO Employees for the month of October 2015	F164	138,201.07	11/12/15		138,201.07				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of October 16-31, 2015	F164	23,197.67	11/12/15		23,197.67				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of October 16-31, 2015	F164	26,369.52	11/12/15		26,369.52				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of October 16-31, 2015	F164	16,752.18	11/12/15		16,752.18				
Susan Datingaling-Disbursing	Payment for salaries of Additional of JO Employees for the month of October 2015	F164	67,025.61	11/13/15		67,025.61				
Susan Datingaling-Disbursing	Payment for honorarium of BAC	RTF	323,975.00	11/2/15		323,975.00				
Susan Datingaling-Disbursing	Payment for honorarium of Proj Mgt Tean on Index Survey 2015	RTF	55,895.12	11/6/15		55,895.12				
Susan Datingaling-Disbursing	Payment for salaries of JO Employees for the period of Oct 16-31, 2015	F163	107,406.23	11/5/15		107,406.23				
Sub Total			3,071,986.18		-	3,071,986.18	-	-	-	

2. SEMINAR/CONFERENCE

Susan Datingaling-Disbursing	Payment for the reg fee for the 1st CICS Multi-Disciplinary research Forum 2015	F101	15,000.00	11/9/15		15,000.00				
Susan Datingaling-Disbursing	Payment for 3 days in house Basic Integrated Theater Arts seminar-workshop on Nov 6-8, 2015	F164	36,300.00	11/6/15		36,300.00				
Susan Datingaling-Disbursing	Payment for food allow & professional fees for the IRCIEST 2015 on November 18-20, 2015	F164	23,680.00	11/13/15		23,680.00				
Sub Total			74,980.00		-	74,980.00	-	-	-	

3. EXPENSES

Susan Datingaling-Disbursing	Payment for per diem of BOR on October 27, 2015	F164	8,500.00	10/26/15		8,500.00				
Susan Datingaling-Disbursing	Payment for the per diem of BatStateU BOR - Committee on Finance on Oct 12, 2015	F164	5,000.00	10/9/15			5,000.00			
Sub Total			13,500.00		-	8,500.00	5,000.00	-	-	

4. OTHERS										
Susan Datingaling-Disbursing	Refund of overpayment of tuition & misc fee of ESGP-PA for the 1st Sem AY 2014-2015	F164	16,570.00	9/21/15				16,570.00		
Susan Datingaling-Disbursing	Refund of CTE Students for the honorarium given to their cooperating teachers & principals during their training	F164	31,600.00	11/3/15		31,600.00				
Susan Datingaling-Disbursing	Payment for financial assistance to a qualified recipients	RTF	10,000.00	10/13/15			10,000.00			
Susan Datingaling-Disbursing	Payment for add'l allow of ESGP-PA AY 2015-1016	RTF	133,000.00	10/16/15		133,000.00				
Susan Datingaling-Disbursing	Payment for allowance of ESGP-PA for the month of October 2015	RTF	2,352,583.00	11/10/15		2,352,583.00				
Susan Datingaling-Disbursing	Refund of items paid for graduation fee	F163	2,500.00	8/25/15				2,500.00		
Susan Datingaling-Disbursing	Refund of x-ray fee of Lemery Campus for 1st sem of AY 2015-2016	F163	74,250.00	10/13/15		74,250.00				
Sub Total			2,620,503.00			-	2,591,433.00	26,570.00	2,500.00	-
GRAND TOTAL			7,138,114.46		449,436.80	6,474,009.18	165,458.48	49,210.00		-
Certified Correct:			Approved by:			Verified by:				
 LOLITA M. ATIENZA Director for Financial Services			 DR. TIRSO A. RONQUILLO University President			 RHODORA P. PACIO Audit Team Leader				

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