

**Annex 3- Report on Ageing of Cash Advances**

**Schedule of Advances to Officers and Employees  
As of December 31, 2012**

Agency Name: Parole and Probation Administration

Book No.

Agency Code: B0777

Account Title: Advances to Officers and  
Employees/Petty Cash fund  
Account Code:148/106/104

Name	Particulars	Reference	Total amount	Amount Due				Remarks
				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>								
NCR	Cash advance for TEV		178,549.57	178,549.57				Unliquidated as of Dec. 31, 2012 but liquidated on January 2013
Region XI	Cash advance of former RD bahian 4,991, and cash advance of employees for Traveling expenses 26,450.00		31,441.00	26,450.00			4,991.00	Traveling expenses of employees were liquidated on January 2013, while Former Bahian was settled in August 2013
Region XIII	Cash advance of RD Lina Espere 3,920.00 and Grace Signo 1,707.00		5,627.00	5,627.00				Unliquidated as of Dec. 31, 2012 but liquidated on January 2013
<b>2. Foreign Travel</b>								
NONE								
<b>3. Special Activities/Projects</b>								
NONE								
<b>A. Advances to Regular Disbursing Officers</b>								
<b>1. Payroll</b>								
NCR	Cash Advance of Disbursing Officer re: employees monetization of leave credits		461,100.86	461,100.86				Unliquidated as of Dec. 31, 2012 but liquidated on January 2013
Region II								
<b>2. Seminar/Conference</b>								
NONE								
<b>3. Expenses</b>								
Central Office	Cash Advance for petty cash fund re: to defray small operating expenses of the office		849.00	849.00				Unliquidated as of Dec. 31, 2012 but liquidated on January 2013
NCR	Cash Advance for petty cash fund re: to defray small operating expenses of the office		14,366.25	14,366.25				Unliquidated as of Dec. 31, 2012 but liquidated on January 2013
<b>TOTALS:</b>			<b>691,933.68</b>	<b>686,093.68</b>	<b>849.00</b>	<b>0.00</b>	<b>4,991.00</b>	

Certified Correct:

Approved By:

(sgd.)ELOISA L. MARQUEZ  
Chief Accountant  
Head, Accounting Office

(sgd.)MANUEL G. CO  
Administrator  
Agency Head