



**Consolidated Report on Ageing of Cash Advances  
 Schedule of Advances to Officers and Employees  
 As of November 15, 2017**

Agency Name: Parole and Probation Administration  
 Agency Code: 15-008-00-00000

Book No.  
 Account Title: Advances for Operating Expenses/ Advances to Special Disbursing Officer/ Advances to Officers and Employees/Petty Cash fund  
 Account Code: 1-99-01-010, 1-99-01-020, 1-99-01-030, 1-99-01-040

Name	Date CA Granted	Particulars	Ref	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>									
Region V		CA for TEV-OB		1,900.40		1,900.40			
Region VI		CA for TEV-OB		11,000.00	11,000.00				
Region XIII		CA for TEV-OB		8,062.60	8,062.60				
<b>2. Foreign Travel</b>									
<b>3. Special Activities/Projects</b>									
NCR		CA to cover expenses for trainings/activities		381,555.83	381,555.83				
Region IX		CA for TEV-VPA		5,550.00	5,550.00				
<b>B. Advances to Regular Disbursing Officers</b>									
<b>1. Payroll</b>									
Region V		CA for VPA Honorarium		14,600.00		14,600.00			
<b>2. Seminar/Conference</b>									
Region XIII		CA to cover expenses for special activity		7,500.00	7,500.00				
<b>3. Expenses</b>									
Central Office		Petty Cash Fund		41,900.00	41,900.00				subject for monthly replenishment
CAR		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region III		Petty Cash Fund		10,000.00	10,000.00				subject for monthly replenishment
Region IV-B		Petty Cash Fund		10,000.00	10,000.00				subject for monthly replenishment
Region V		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region VI		Petty Cash Fund		15,000.00	15,000.00				subject for monthly replenishment
Region VII		Petty Cash Fund		15,000.00	15,000.00				subject for monthly replenishment
Region X		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region XI		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region XIII		Petty Cash Fund		3,000.00	3,000.00				subject for monthly replenishment
<b>GRAND TOTAL</b>				<b>545,068.83</b>	<b>528,568.43</b>	<b>16,500.40</b>	<b>0.00</b>	<b>0.00</b>	

Certified Correct:

*NP 10/17*  
NOR-AIN D. DIMACUTA  
Chief Accountant  
Head, Accounting Office *SD*

Approved By:

*MANUEL G. COCESO I*  
MANUEL G. COCESO I  
Administrator  
Agency Head *10/17*

Verified by:

*Santiago R. Aquino Jr.*  
SANTIAGO R. AQUINO JR.  
State Auditor IV  
Audit Team Leader

*Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall report to the IATF of the Agency's compliance with the Ageing of Cash Advances Good Governance condition upon their receipt of the report.*