

**BATAC WATER DISTRICT**  
**Ageing of Cash Advance Liquidation Report - Advances to Off & Emp.**  
**For the Period July 01, 2019 to September 30, 2019**

Name	Balance as of June 30, 2019	Cash Advances Granted	Settled		Balance as of Sept. 30, 2019	Date of CA Granted	Reference DV NO.	Particulars	Amount Due				Remarks
			Prior years	Current year					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Maria Dohna D. Sagun	0	16,750.00				07/03/2019	19-07-0200	Official travel to Crown Legacy Hotel Baguio City on July 04-06, 2019 to attend the 5th PIWADA General Assembly	16,750.00				Fully liquidated on July 08, 2019
Maizel Maia V. Castro	0	6,750.00				07/03/2019	19-07-0201	Official travel to Crown Legacy Hotel Baguio City on July 04-06, 2019 to attend the 5th PIWADA General Assembly	6,750.00				Fully liquidated on July 08, 2019
Dino S. Sagun	0	6,750.00				07/03/2019	19-07-0202	Official travel to Crown Legacy Hotel Baguio City on July 04-06, 2019 to attend the 5th PIWADA General Assembly	6,750.00				Fully liquidated on July 08, 2019
Maria Dohna D. Sagun	0	5,750.00				07/23/2019	19-07-0226	Official travel to Tagudin Water District on July 24, 2019	5,750.00				Fully liquidated on July 25, 2019
Dino S. Sagun	0	750.00				07/23/2019	19-07-0227	Official travel to Tagudin Water District on July 24, 2019	750.00				Fully liquidated on July 25, 2019
Dino S. Sagun	0	3,750.00				08/07/2019	19-08-0244	Official travel to NWRB on August 8-10, 2019	3,750.00				Fully liquidated on August 13, 2019
Maria Dohna D. Sagun	0	13,750.00				08/07/2019	19-08-0245	Official travel to NWRB on August 8-10, 2019	13,750.00				Fully liquidated on August 13, 2019

Name	Balance as of June 30, 2019	Cash Advances Granted	Settled		Balance as of Sept. 30, 2019	Date of CA Granted	Reference DV NO.	Particulars	Amount Due				Remarks
			Prior years	Current year					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Maria Dohna D. Sagun	0	18,250.00				08/23/2019	19-08-0259	Official travel to Baguio City Water District on August 27-30, 2019	18,250.00				Refunded per OR no. 1692841 dated 8/28/19
Maizel Maia V. Castro	0	11,250.00				08/23/2019	19-08-0260	Official travel to Baguio City Water District on August 27-30, 2019	11,250.00				Refunded per OR no. 1692842 dated 8/28/19
Dino S. Sagun	0	11,250.00				08/23/2019	19-08-0261	Official travel to Baguio City Water District on August 27-30, 2019	11,250.00				Refunded per OR no. 1692843 dated 8/28/19
Maria Dohna D. Sagun	0	13,750.00				09/24/2019	19-09-0293	Official travel to H2O Hotel, Manila on September 25-27, 2019.	13,750.00				Fully liquidated on September 30, 2019
Perla C. Marders	0	3,750.00				09/24/2019	19-09-0294	Official travel to H2O Hotel, Manila on September 25-27, 2019.	3,750.00				Fully liquidated on September 30, 2019
Dino S. Sagun	0	3,750.00				09/24/2019	19-09-0295	Official travel to H2O Hotel, Manila on September 25-27, 2019.	3,750.00				Fully liquidated on September 30, 2019

CERTIFIED CORRECT:

APPROVED BY:

**MAIZEL MAIA V. CASTRO**  
Sr. Accounting Processor A

**MARIA DOHNA D. SAGUN**  
General Manager

VERIFIED BY:

Date Submitted:

GRACELYN F. YAPO  
COA Resident Auditor

September 30, 2019