

Report of Aging of Cash Advances

**Schedule of Advances to Officers and Employees
For the period January 1, 2013 to November 15, 2013**

Agency Name: EAST AVENUE MEDICAL CENTER
Agency Code: _____

Nook No:
Account Title: Advances to Officers & Employees
Account Code: 148

NAME (In alphabetical order)	Date CA Granted (date of check)	Particulars	Reference (Check No.)	Total Amount	AMOUNT DUE (unliquidated cash advance)				REMARKS
					less than 30 days	31 to 60 days	61 -365 days	Over One Year	
A. Advances for Special Purposes									
1. LOCAL TRAVEL									
Abesamis, Ma. Victoria	06/24/13	DOH National Staff Meeting , Iloilo City, June 26-28, 2013	40842852	6,013.00					Fully liquidated: 7/5/13
Acebedo, Sheila Marie	03/25/13	28th Phil. Chemistry Congress, Dumaguete City, April 10-12, 2013	40842548	12,900.00					Fully liquidated: 4/25/13
Badoya, Gloria	04/02/13	2nd PAGBA Quarterly Seminar and Meeting, Tagbilaran City, Bohol, July 3-6, 2013	40842568	13,571.36					Fully liquidated: 5/28/13
Balatayo, Tresita	06/19/13	2nd PAGBA Quarterly Seminar and Meeting, Tagbilaran City, Bohol, July 3-6, 2013	40842819	16,238.00					Fully liquidated: 9/6/13
Cabuang, Mervin	05/09/13	2013 Information and Communication Technology (ICT) Update, May 20-22, 2013 and 5th Web Users Conference, May 22-24, 2013, Iloilo City	40842686	9,848.00					Fully liquidated: 5/31/13
Cadiente, Leonardo II	03/25/13	28th Phil. Chemistry Congress, Dumaguete City, April 10-12, 2013	40842549	12,900.00					Fully liquidated: 4/25/13

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Castillo, Evangeline	03/25/13	18th PAMET Mid-Year Convention, May 23-26 2013	40842550	12,900.00					Fully liquidated: 7/18/13
Concepcion, Alicia	06/19/13	2nd PAGBA Quarterly Seminar and Meeting, Tagbilaran City, Bohol, July 3-6, 2013	40842820	16,238.00					Fully liquidated: 7/11/13
Cruz, Marietta	06/19/13	2nd PAGBA Quarterly Seminar and Meeting, Tagbilaran City, Bohol, July 3-6, 2013	40842821	16,238.00					Fully liquidated: 7/19/13
Dela Cruz, Hans Oliver	6/28/013	2013 HR Symposium, Cebu City, July 17-18, 2013 (replaced Jose Calixtro)	40842866	8,899.00					Fully liquidated: 7/31/13
Diaz, Nora	6/28/013	2013 HR Symposium, Cebu City, July 17-18, 2013	40842868	8,899.00					Fully liquidated: 7/25/13
Dizon, Elisa	03/25/13	18th PAMET Mid-Year Convention, May 23-26 2013	40842551	12,900.00					Fully liquidated: 7/18/13
Eulogio, Ma. Veronica	03/25/13	28th Phil. Chemistry Congress, Dumaguete City, April 10-12, 2013	40842552	12,900.00					Fully liquidated: 4/25/13
Fajardo, Lina	06/19/13	2nd PAGBA Quarterly Seminar and Meeting, Tagbilaran City, Bohol, July 3-6, 2013	40842822	16,238.00					Fully liquidated: 7/17/13
Francisco, Jocelyn	6/28/013	2013 HR Symposium, Cebu City, July 17-18, 2013	40842869	8,899.00					Fully liquidated: 7/5/13
Go, Maritess	03/25/13	18th PAMET Mid-Year Convention, May 23-26 2013	40842553	12,900.00					Fully liquidated: 7/18/13
Magat, Laura	03/25/13	28th Phil. Chemistry Congress, Dumaguete City, April 10-12, 2013	40842555	12,900.00					Fully liquidated: 4/25/13
Manalo, Salome Irene S.	04/02/13	1st PAGBA Quarterly Meeting & Seminar 2013	40842572	10,905.00					Fully liquidated: 5/23/13

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2. SPECIAL ACTIVITIES/PROJECTS:									
Bonifacio, Andres	04/12/13	HIV & Other Proficiency Training Workshop, Sapril 15- 20, 2013	28043491	47,200.00					Fully liquidated: 4/19/13
Bonifacio, Andres	06/03/13	Refresher Course on HIV Proficiency and Other Blood- borne STIs as per Hospital Order# 259 s. 2013, May 20, 2013	42934618	12,000.00					Fully liquidated: 6/6/13
Calixtro, Jose C.	07/29/13	Special cash advance for the MOT Class 01-13 Army Uniform as per Hospital Order# 383 dtd 7/26/13	43447162	177,000.00					Fully liquidated: 8/29/13
Calixtro, Jose C.	10/21/13	Special cash advance for the 2013 National Hospital Week Celebration as per Hospital Order# 393 s. 2013 dtd 7/26/13	3278563	90,000.00					Fully liquidated: 10/22/13
Diaz, Nora	04/26/13	Team Building Seminar of Nursing Supervisors per Hospital Order# 200 s. 2013	7376467	80,000.00					Fully liquidated: 5/29/13
Diaz, Nora	05/28/13	Team Building Seminar of Senior Nurses per Hospital Order# 253 s. 2013	7376486	73,928.00					Fully liquidated: 6/10/13
Diaz, Nora	06/18/13	Special Cash Advance for the Advance Cardiac Life Support (ACLS) Training Program as per Hospital Orders# 269 dtd 5/27/13 & #270 dtd 5/28/2013	40842817	52,635.50					Fully liquidated: 7/8/13

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Diaz, Nora	09/11/13	Special Cash Advance for the Basic ECGH Interpretation and Arrhythmia Recognition, August 15 & 16, 2013 as per Hospital Order# 386 dtd 7/25/13	3235136	18,745.00					Fully liquidated: 9/3/13
Diaz, Nora	10/29/13	Special Cash Advance for the 2013 Hospital Anniversary Celebration as per Hospital Order# 530 s. 2013	3288932	30,000.00					Fully liquidated: 10/29/13
TOTALS				960,834.22	-	-	-	-	

***NOTE:** All Advances to Officers and Employees (Account code: 148) issued in 2013 for special purpose and travel were all fully liquidated as of November 18, 2013.

Certified Correct:


MARIETTA M. CRUZ
 Chief Accountant, OIC-Finance Service

Approved by: 
ROLAND L. CORTEZ, MD, CESO IV, MHA, CEO VI
 Medical Center Chief II

November 20, 2013
 Date Submitted