

**BATAAN PENINSULA STATE UNIVERSITY**  
**Status of Unliquidated Cash Advances**  
**As of June 2018**

No.	Account Used	Name of Accountable Officer (AO/ Employee)	Purpose	Date Granted	Unliquidated Amount	Due Date for Liquidation	Age of Cash Advance	* Status of AO/ Employee	Availability of documents		** Action Taken by		Status of Request for write off and/or Narrative Report (NR)	Amount Written off/ Subject of NR	Remarks
									with (i)	without (ii)	Agency Officials	Auditor			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1	Advances to Special Disbursing Officers	Ruby S. Matibag	Annual Clinical Graduation and Pinning Ceremony of the College of Nursing and Midwifery	1-Jun	16,800.00	2-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
3	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	Emergency Laborers	8-Jun	18,600.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
4	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowance of Regular Brass Band Members and Invited Musicians	18-Jun	29,500.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
5	Advances to Special Disbursing Officers	Gigi L. Pascual	Student assistants	18-Jun	9,850.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
8	Advances to Special Disbursing Officers	Gigi L. Pascual	Student assistants	24-May	13,800.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
9	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowances for the 6th BPSU Kagitingan Awards for Television	24-May	18,500.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
10	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowances for the BPSU Anniversary Conversion Week	25-May	2,400.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
13	Advances to Special Disbursing Officers	Manuel T. Lazarte	Expenses for PAESTIGAN competition	25-May	36,350.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
16	Advances to Officers and Employees	Hermogenes M. Pagua	Expenses to the LIF Programme Launch at London, UK	12-Jan	43,016.51	20-Mar	102 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
19	Advances to Special Disbursing Officers	Gigi L. Pascual	Registration fee for International Conference	9-May	52,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
21	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowance of ESGP-PA Scholar	10-May	147,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
26	Advances to Special Disbursing Officers	Ma. Florinda O. Rubiano	Expenses for the conduct of Ethno-Medicinal Plants of Indigenous People in Bataan	9-Mar	17,550.00	30-Apr	61 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
28	Advances to Special Disbursing Officers	Gigi L. Pascual	DOST Scholars	5-Jun	299,470.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
29	Advances to Special Disbursing Officers	Gigi L. Pascual	Iskolar ng Bataan Scholars	5-Jun	60,000.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
30	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	Asiawide Scholars	8-Jun	9,985.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
31	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	Travel expense 17th Luzonwide Higher Education Press Conference	8-Jun	10,000.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
32	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	Student assistants	13-Jun	6,000.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
33	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	PLDT-Smart Scholars	13-Jun	70,340.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
34	Advances to Special Disbursing Officers	Manuel T. Lazarte	Job Order	13-Jun	8,000.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
35	Advances to Special Disbursing Officers	Jocelyn R. Lazarte	Honorarium for 2018 SK Mandatory Training	18-Jun	678,800.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
36	Advances to Special Disbursing Officers	Ivy D. Rico	Asiawide and PVAO Scholars	21-Jun	2,485.00	5-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
37	Advances to Special Disbursing Officers	Gigi L. Pascual	Food Allowance for the Year-End Training 2017(FASSO/FASEA)	8-May	12,300.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
38	Advances to Special Disbursing Officers	Manuel T. Lazarte	Year Book Refund	8-May	23,580.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
40	Advances to Special Disbursing Officers	Gigi L. Pascual	Lifebank Inc. Scholars	10-May	21,430.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts



No.	Account Used	Name of Accountable Officer (AO)/ Employee	Purpose	Date Granted	Unliquidated Amount	Due Date for Liquidation	Age of Cash Advance	* Status of AO/ Employee	Availability of documents		** Action Taken by		Status of Request for write-off and/or Narrative Report (NR)	Amount Written off/ Subject of NR	Remarks
									with (i)	without (ii)	Agency Officials	Auditor			
42	Advances to Special Disbursing Officers	Gigi L. Pascual	CHED Tulong-Dunong Scholars	22-May	12,420.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
43	Advances to Special Disbursing Officers	Gigi L. Pascual	DOST Scholars	22-May	1,840.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
44	Advances to Special Disbursing Officers	Gigi L. Pascual	CHED Tulong-Dunong Scholars	22-May	35,330.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
45	Advances to Special Disbursing Officers	Gigi L. Pascual	Year Book Refund	22-May	1,300,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
46	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowance for the Coverage & Travel Expenses	24-May	34,006.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
47	Advances to Special Disbursing Officers	Gigi L. Pascual	CHED Tulong-Dunong Scholars	24-May	67,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
48	Advances to Special Disbursing Officers	Gigi L. Pascual	PVAO Scholars	24-May	22,190.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
49	Advances to Special Disbursing Officers	Gigi L. Pascual	Allowance for the Coverage & Travel Expenses	25-May	30,605.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
50	Advances to Special Disbursing Officers	Gigi L. Pascual	CHED Tulong-Dunong Scholars	25-May	36,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
52	Advances to Special Disbursing Officers	Gigi L. Pascual	DOST Scholars	29-May	760,450.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
53	Advances to Special Disbursing Officers	Gigi L. Pascual	Medina Lacson Foundation Scholars	29-May	45,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
54	Advances to Special Disbursing Officers	Gigi L. Pascual	Asiawide Scholars	29-May	30,240.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
55	Advances to Special Disbursing Officers	Rowena B. Valerio	Conduct of Farmer's Field Day & Harvest Festival on Mango	26-Apr	84,004.00	10-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
56	Advances to Special Disbursing Officers	Manuel T. Lazarte	Year Book Refund	26-Apr	157,250.00	5-May	55 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
57	Advances to Special Disbursing Officers	Gigi L. Pascual	Year Book Refund	17-May	92,000.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
58	Advances to Special Disbursing Officers	Bernadeth B. Gabor	Conduct of Training Program on Bartending NCII & Automotive Servicing NCII	25-May	75,000.00	25-Jul	NA	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
60	Advances to Special Disbursing Officers	Ivy D. Rico	Refund of tuition fee of Graduate School	25-May	2,452.00	5-Jun	25 days	Regular/ Permanent	✓		Not requested for write-off	No Narrative Report	N/A	N/A	Active accounts
	*** Nothing Follows ***														

Note: 1 with the Agency, retired, resigned, dead or can no longer be traced, etc.

✓ Official, indicate if the agency requested for write off  
 litor, indicate if a Narrative Report was prepared  
 to be filled up by responsible Agency Official/Accountant  
 Nos. 10-16 to be filled up by the concerned ATL

Certified Correct:

  
**EIZEL JANE G. PEREZ**  
 Chief Accountant

  
**YOLANDA O. DOMINGUEZ**  
 Audit Team Leader

COMMISSION ON AUDIT  
BATAAN PENINSULA STATE UNIVERSITY  
RECEIVED  
JUN 26 2018

						<b>Amount Due</b>				
Name	Particulars	Reference		Due Date	Total Amount	Less than 30 days	31-60 days	61-365 days	Over 1 year	Remarks
		Check No.	Date							
<b>1. Advances to Special Disbursing Officers (1-99-01-030)</b>										
Ruby S. Matibag	CA/Annual Clinical Graduation and Pinning Ceremony of the College of Nursing and Midwifery/Main	60485333	1-Jun-18	2-Jul-18	16,800.00	16,800.00				Not yet due for Liquidation
Jocelyn R. Lazarte	Payment of services rendered as Emergency Laborers/Balanga	60485352	8-Jun-18	5-Jul-18	18,600.00	18,600.00				Not yet due for Liquidation
Gigi L. Pascual	Allowance of Regular Brass Band Members and Invited Musicians/Main	60485365	18-Jun-18	5-Jul-18	29,500.00	29,500.00				Not yet due for Liquidation
Gigi L. Pascual	Allowance of Student assistants/April and May 2018/Main	60485366	18-Jun-18	5-Jul-18	9,850.00	9,850.00				Not yet due for Liquidation
Gigi L. Pascual	Allowance of Student assistants/April 2018/Main	60485288	24-May-18	5-Jun-18	13,800.00	13,800.00				
<b>total carried forward &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>					<b>88,550.00</b>	<b>88,550.00</b>	-	-	-	



						Amount Due				
Name	Particulars	Reference		Due Date			31-60 days		Over 1 year	Remarks
		Check No.	Date		Total	Less than				
					Amount	30 days				
total brought forward >>&gt										

						Amount Due				
Name	Particulars	Reference		Due Date	Total	Less than	31-60 days	61-365	Over 1 year	Remarks
		Check No.	Date		Amount	30 days		days		
<b>total brought forward &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>					<b>356,800.00</b>	<b>356,800.00</b>	-	-	-	
<b>1. Advances to Special Disbursing Officers (1-99-01-030)</b>										
Ma. Florinda O. Rubiano	CA/expenses for the conduct of Ethno-Medicinal Plants of Indigenous People in Bataan/Main	10448198	9-Mar-18	30-Apr-18	17,550.00		17,550.00			
Gigi L. Pascual	Stipend of DOST scholars 2nd semester SY 2017-2018/Main	60486603	5-Jun-18	5-Jul-18	299,470.00	299,470.00				Not yet due for Liquidation
Gigi L. Pascual	Stipend of Iskolar ng Bataan 1st semester SY 2017-2018/Main	60486604	5-Jun-18	5-Jul-18	60,000.00	60,000.00				Not yet due for Liquidation
Jocelyn R. Lazarte	CA/payment of tuition fee (Asiawide scholar)and Graduation fee/Balanga	60486611	8-Jun-18	5-Jul-18	9,985.00	9,985.00				Not yet due for Liquidation
Jocelyn R. Lazarte	CA/travel expense 17th Luzonwide Higher Education Press Conference/Balanga	60486612	8-Jun-18	5-Jul-18	10,000.00	10,000.00				Not yet due for Liquidation
Jocelyn R. Lazarte	CA Payment of services of Student Assistants for May 12-13, 2018/Balanga	60486624	13-Jun-18	5-Jul-18	6,000.00	6,000.00				Not yet due for Liquidation
<b>total carried forward &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>					<b>759,805.00</b>	<b>742,255.00</b>	<b>17,550.00</b>	-	-	





						Amount Due				
Name	Particulars	Reference		Due Date	Total	Less than	31-60 days	61-365	Over 1 year	Remarks
		Check No.	Date		Amount	30 days		days		
total brought forward >>>>>>>>>>>>					1,576,740.00	1,559,190.00	17,550.00	-	-	
<b>1. Advances to Special Disbursing Officers (1-99-01-030)</b>										
Gigi L. Pascual	CA/CHED Tulong-Dunong for 2nd sem. SY 2016-2017/Main	60486562	22-May-18	5-Jun-18	12,420.00	12,420.00				
Gigl L. Pascual	CA/DOST Scholars/1st sem 2017-2018/Main	60486563	22-May-18	5-Jun-18	1,840.00	1,840.00				
Gigi L. Pascual	CA/CHED Tulong-Dunong for 1st sem. SY 2017-2018/Main	60486564	22-May-18	5-Jun-18	35,330.00	35,330.00				
Gigi L. Pascual	Refund of Graduation Annual AY 2016-2017/Main	60486565	22-May-18	5-Jun-18	1,300,000.00	1,300,000.00				
Gigi L. Pascual	Payment of allowance for the coverage & travel expenses/Main	60486566	24-May-18	5-Jun-18	34,006.00	34,006.00				
Gigi L. Pascual	CA/CHED Tulong Dunong for 2nd sem 2017-2018/Main	60486567	24-May-18	5-Jun-18	67,000.00	67,000.00				
total carried forward >>>>>>>>>>>>					3,027,336.00	3,009,786.00	17,550.00	-	-	



						Amount Due				
Name	Particulars	Reference		Due Date	Total	Less than	31-60 days	61-365	Over 1 year	Remarks
		Check No.	Date		Amount	30 days		days		
total brought forward >>>>>>>>>>>>>>					3,027,336.00	3,009,786.00	17,550.00	-	-	
<b>1. Advances to Special Disbursing Officers (1-99-01-030)</b>										
Gigi L. Pascual	CA/PVAO for 2nd sem 2017-2018/Main	60486570	24-May-18	5-Jun-18	22,190.00	22,190.00				
Gigi L. Pascual	Payment of allowance for the coverage & travel expenses/Main	60486573	25-May-18	5-Jun-18	30,605.00	30,605.00				
Gigi L. Pascual	CA/CHED Tulong Dunong for 2nd sem 2017-2018/Main	60486574	25-May-18	5-Jun-18	36,000.00	36,000.00				
Gigi L. Pascual	Stipend of DOST Scholars 2nd sem SY 2017-2018/Main	60486586	29-May-18	5-Jun-18	760,450.00	760,450.00				
Gigi L. Pascual	Stipend of Medina Lacson Foundation Scholarship 2nd sem SY 2017-2018/Main	60486587	29-May-18	5-Jun-18	45,000.00	45,000.00				
Gigi L. Pascual	Stipend of Asiawide specialist, Corp. 2nd sem SY 2017-2018/Main	60486588	29-May-18	5-Jun-18	30,240.00	30,240.00				
total carried forward >>>>>>>>>>>>>>					3,951,821.00	3,934,271.00	17,550.00	-	-	





