

**Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees / Special Disbursing Officers  
as of 15 November 2018**

Agency Name:  
Agency Code:

Foreign Service Institute  
B4646

Book No.:  
Account Title:  
Account Code:

RA  
Advances to Officers and Employees  
Advances to Special Disbursing Officers  
Other Receivables  
1 99 01 040 ; 1 99 01 030 ; 1 03 05 990

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due					Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year		
<b>Advances for Travel and Special Purposes</b>										
<b>1. Local Travel</b>										
Gabon, Andrea Yvonne	8/2/2018	To cover incidental allowance for her local French A1 Language Course at Alliance Francaise de Manille from 6 August to 9 December 2018	DV#18-07-762; ADA#991991	3,000.00	3,000.00					
Alvarez, Isabelle Francine	10/10/2018	To cover incidental allowance for her local French A1 Language course from 06 August to 09 December 2018 at Alliance Francaise de Manille	DV#18-10-1075; ADA#992105	3,000.00	3,000.00					
Agina, Hazel	10/29/2018	To cover airfare, hotel accommodation, meals, transportation and incidental expenses in connection with official travel to Davao to participate in the 4th PAGBA Quarterly Seminar Meeting on 21-24 November 2018.	DV#18-10-1149; ADA#992132	12,382.00	12,382.00					
Gonzales, Merjorie	10/29/2018	To cover airfare, hotel accommodation, meals, transportation and incidental expenses in connection with official travel to Davao to participate in the 4th PAGBA Quarterly Seminar Meeting on 21-24 November 2018.	DV#18-10-1148; ADA#992132	12,382.00	12,382.00					
<b>2. Foreign Travel</b>										
Leafo, Mary Grace	6/28/2018	To cover incidental and meal allowances for the French Language Scholarship in Paris, France from 06 August to 28 September 2018	DV#18-06-636; ADA#991919	210,876.86		210,876.86				
Uy, Sheryl	7/16/2018	To cover incidental and meal allowances for the Nihongo Language Scholarship in Tokyo, Japan from 22 September to 14 December 2018	DV#18-07-760; ADA#991968	258,229.21	258,229.21					
Capati, Bojer	8/17/2018	To cover incidental allowance (local transportation, school materials and miscellaneous expenses) for the Arabic Language Scholarship in Cairo, Egypt from 23 June to 29 September 2018	DV#18-07-675; ADA#992010	74,741.95		74,741.95				
Manalo, Roberto	9/25/2018	To cover meals and incidental allowance for the German Language Scholarship in Berlin, Germany from 27 October to 23 December 2018	DV#18-08-905; ADA#992074	266,058.40	266,058.40					
Malabanan, Clariz	9/25/2018	To cover meals and incidental allowance for the German Language Scholarship in Berlin, Germany from 27 October to 23 December 2018	DV#18-08-913; ADA#992074	266,058.40	266,058.40					

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					Less than 30 days	31-60 days	61-365 days	
Adducul, Iloyd Alexander	9/28/2018	To cover incidental allowance for the Spanish Language Scholarship to Salamanca, Spain on 03 October 2018 to 19 March 2019	DV#18-09-1034; ADA#992088	326,161.83	326,161.83			
Bolos, Ma. Foederis	10/5/2018	To cover incidental and meal allowance for the Spanish Language Scholarship in Salamanca Spain from 8 October 2018 to 21 April 2019	DV#18-09-1043; ADA#992097	499,585.97	499,585.97			
Goce, Rona Beth	10/5/2018	To cover incidental and meal allowance for the Spanish Language Scholarship in Puebla, Mexico from 15 October 2018 to 12 January 2019	DV#18-10-1069; ADA#992097	205,112.26	205,112.26			
Pondoc, Ryan	10/22/2018	To cover meals and incidental allowance for the Spanish Language Scholarship in Puebla, Mexico from 1 September to 16 November 2018 (77 days)	DV#18-10-1125; ADA#992121	152,325.57	152,325.57			
Suerte, Chrishei	10/31/2018	To cover meals and incidental allowance for the Arabic Language Scholarship in Cairo Egypt from 5 November 2018 to 26 February 2019	DV#18-10-1181; ADA#992135	205,099.14	205,099.14			
Enero, Noriel T.	11/5/2018	To cover incidental allowance for the Bahasa Indonesia Language and Culture Programme in Jakarta, Indonesia from 10 November 2018 to 5 January 2019	DV#18-10-1182; ADA#992141	40,662.71	40,662.71			
3. Special Activities/Projects								
Zaldivar, Amarie C.	11/8/2018	To cover payment of hotel venue for the French Cultural Appreciation Program (wine and cheese tasting activity) on 09 November 2018; and food for the participants of Nihongo Cultural Appreciation Program on 16 November 2018	DV#18-11-1213; ADA#992149	56,100.00	56,100.00			
Estrella, Arniel D.	11/14/2018	To cover payment for the wine and cheese class for 20 pax in connection with the French Cultural Appreciation and Study Tour Program for Online Learners on 23 November 2018	DV#18-11-1203; ADA#992161	40,000.00	40,000.00			
<b>TOTAL</b>				<b>2,631,776.30</b>	<b>2,346,157.49</b>	<b>285,618.81</b>	<b>0.00</b>	<b>0.00</b>

Certified Correct:

VERONICA V. MANIPIS  
Head, Financial Management Section

Verified by:

CHERRIE LOU C. ARGUILLA  
Audit Team Leader

Noted by:

LEONILA L. MACALANDA  
Supervising Auditor

Approved by:

CELESTE VINZON-BALATABAT  
Chief of Mission / Head Office-in-Charge, FSI

Date Submitted: 28 November 2018

Note: This Report of Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.