
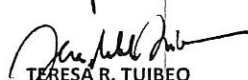


Name	Date CA granted	Particulars	Reference	Total Amount (P)	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Garcia, Joselia	27-Sep-16	Cash advance for the procurement of common use items from Procurement Service	PO#16-09-173	15,000.00	15,000.00				Liquidated on November 22, 2016 with O.R. reference no. 0064104.
Gerrero, Jose Emmanuel	10-Nov-16	Cash advance for mailing of 2016 Survey Forms	PO#16-11-060	5,000.00	5,000.00				
M...o, Fidelito	17-Aug-16	Cash advance for Chattel Mortgage and Real Estate Mortgage registration fao Celso C. Ferrer and Ximex Delivery	PO#16-08-121	300,000.00	300,000.00				Registration of mortgages fao clients is still on-going.
Matoto, Jaime Noel Antonio	14-Nov-16	Cash advance for Registration of encumbrance of various UV Express Accounts	PO#16-11-086	6,000.00	6,000.00				Liquidated on November 25, 2016 with O.R. reference no. 0064189.
Rigor, Peter Paul	25-Oct-16	Cash Advance for payment of Documentary Stamp & Chattel Mortgage registration on the ff:	PO#16-10-214	130,590.00	130,590.00				
Trinidad, Karen	19-Oct-16	Cash advance for chattel mortgage registration FAO Jacqueline Reyes	PO#16-10-177	12,000.00	12,000.00				
<b>TOTALS:</b>				<b>489,590.00</b>	<b>481,590.00</b>		<b>8,000.00</b>		

Certified Correct:

  
DONNABELLA B. PONCE  
Head, Accounting Unit

Verified by:

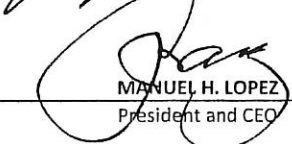
  
TERESA R. TUIBEO  
Supervising Auditor

JP 11/29/16

Approved by:

  
MANUEL H. LOPEZ  
VP/Head, Corporate Services Group

Noted by:

  
MANUEL H. LOPEZ  
President and CEO

Report on Aging of Cash Advances  
 Schedule of Advances to Officers and Employees  
 As of November 15, 2016

Agency Name: LBP LEASING AND FINANCE CORPORATION  
 Agency Code: \_\_\_\_\_

Name	Date CA granted	Particulars	Reference	Total Amount (P)	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	
Casano, Monica	03-Nov-16	Cash advance for LTO transfer of ownership fao Tri-Globe Transfort	PO#16-11-023	13,000.00	13,000.00				
Flores, Allan	30-May-16	Travel expenses per TO#16-05-124 dated 5/30/2016 fao VAOPDRAS Transport, Midiarchives & Coco Technologies Corp.	PO#16-05-224	8,000.00			8,000.00		<p>Employee was advised of the 30 day liquidation deadline. Of the Php8,000 travel cash advance, Php5,400 are for per diems and Php2,560 are for Toll and Miscellaneous Expenses. The receipts for Toll Fees were misplaced by the employee who requested time to look for them. Liquidation shall be made on November 30, 2016. The employee shall refund amount for Toll Fees/Miscellaneous Expenses or present the receipts if found.</p> <p>The employee has not been allowed to make any cash advances pending the liquidation of outstanding amount of Php8,000 and has not been allowed to claim for reimbursements for official travels.</p> <p>The Php8,000 was liquidated on November 28, 2016.</p>