

Corporate Government Sector  
 Water Districts Audit Group  
 COA-Regional Office No. II

Received by: [Signature]  
 Date: 11/21/2023  
 Time:

**BALANGA WATER DISTRICT**  
**Report of Advances to Officers and Employees**  
**For the 4th Quarter of CY 2023**

Date the CA Granted	Check No.	DV No.	Payee	Particulars	Amount		Date of Liquidation	JEV No.	OR Number	Amount Refunded	Remarks
					Cash Advances	Liquidations					
1 09/28/2023	84116916	2309-019504	Joseph Ryan Z. Datu	Raincoat, safety vest (garterized) and cooler of Water Resources Division and Construction and Maintenance Division field personnel.	20,000.00	9,999.00	10/09/2023	2310-016888	623672	10,001.00	liquidated
2 10/03/2023	84116932	2310-019532	Aurea O. Adrados	Other miscellaneous expenses (3-day Meals) for 29th PWWA International Conference and Exhibition "Philwater 2023" on October 4-6, 2023 in Henann Convention Center, Bohol.	37,000.00	22,165.05	10/10/2023	2310-016919	623796	14,834.95	liquidated
3 10/03/2023	84116933	2310-019533	Leah Katrina D.J. Regala	Van rental (Balanga to NATA-Vise Versa) for 29th PWWA International Conference and Exhibition "Philwater 2023" on October 4-6, 2023 in Henann Convention Center, Bohol	17,000.00	15,000.00	10/10/2023	2310-016920	623769	2,000.00	liquidated
4 10/03/2023	84116934	2310-019534	Arjay D. Castillo	Snacks and other miscellaneous expenses for 29th PWWA International Conference and Exhibition "Philwater 2023" on October 4-6, 2023 in Henann Convention Center, Bohol.	23,000.00	17,871.00	10/10/2023	2310-016921	623797	5,129.00	liquidated

Corporate Government Sector - A  
 Water Districts Audit Group  
 COA-Regional Office No. III

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**BALANGA WATER DISTRICT**  
**Report of Advances to Officers and Employees**  
**For the 4th Quarter of CY 2023**

5	11/14/2023	84117056	2311-019689	Aurea O. Adrados	Meals (Day 1- Dinner & Day 2- Lunch) for Business Planning of 2024 Corporate Budget on November 16-17, 2023 in Wooden Table and Widius Hotel Clark, Pampanga.	30,000.00	22,755.53	11/20/2023	2311-017229	624822	7,244.47	liquidated
6	11/14/2023	84117057	2311-019690	Leah Katrina D.J. Regala	Meals (Day 1- Lunch) for Business Planning of 2024 Corporate Budget on November 16-17, 2023 in Wooden Table and Widius Hotel Clark, Pampanga.	20,000.00	19,067.91	11/20/2023	2311-017230	624823	932.09	liquidated
				<b>Total</b>		<b>147,000.00</b>	<b>106,858.49</b>				<b>40,141.51</b>	

Prepared by:  
*[Signature]*  
 Charlotte B. Triguero  
 Senior Accounting Processor B

Checked by:  
*[Signature]*  
 Jeanne M. Carpio  
 Department Manager B

Verified by:  
*[Signature]*  
 JOSEPHINE E. SANTOS  
 State Auditor IV  
*11/29/2023*

Corporate Government Sector - A  
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 COA-Regional Office No. III  
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**BALANGA WATER DISTRICT**  
 Monitoring of Reported Advances to Officers and Employees  
 For the 4th Quarter of CY 2023

A. CURRENT YEAR											
Agency	Unliquidated Cash Advance Beginning Balance (Ending balance last qtr) (a)	Adjustments on Previous Quarters'		Adjusted Beginning Balance this quarter (d) [a + b - c]	Cash Advances Granted During the Quarter (e)	Total Balance (f) [d + e]	Liquidations during the Quarter (g)	% of Liquidation (h) [g / f]	Unliquidated Cash Advance Ending Balance (i) [f - g]	No. of Demand Letters Sent	REMARKS
		Grants (b)	Liquidations (c)								
					147,000.00	147,000.00	147,000.00	100%			
<b>Total</b>					147,000.00	147,000.00	147,000.00	100%			
B. PRIOR YEARS											
Agency	Unliquidated Cash Advance Beginning Balance (a)	Adjustments on Previous		Adjusted Beginning Balance (d) [a + b - c]	Liquidations during the Quarter (e)	Total Balance (f) [d + e]	Liquidations during the Quarter (g)	% of Liquidation (h) [g / f]	Unliquidated Cash Advance Ending Balance (i) [f - g]	No. of Demand Letters Sent	REMARKS
		Grants (b)	Liquidations (c)								
<b>Total Grand Total (CY and PY)</b>							147,000.00	100%			

Prepared by: [Signature]  
 Charlotte P. Figueroa  
 Senior Accounting Processor B

Reviewed by: [Signature]  
 Jean M. Carpio  
 Department Manager B

Noted by: [Signature]  
 Engr. Charlito G. Rodriguez  
 General Manager

Corporate Government Sector - A  
 Water Districts Audit Group  
 COA-Regional Office No. III  
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**Balanga Water District  
 Province of Bataan**

List of Officials and Employees With Outstanding Cash Advances of P50,000.00 and Above Aged 30 Days or Over from Due Date of Liquidation per COA Circular No. 97-002 and Status of Submission of Required Documents per COA Memorandum No. 2004-014  
 For Quarter ending November 15, 2023

No.	Name	Designation	Amount	Date of Cash Advance	Purpose of Cash Advances	Status of Submission of Following Documents (Pls. Check)						
						Statement of Cash Advance/ Liquidation	Demand Letter	Certified Copy of Voucher	Certified Copy of Check	Paid Report	Narrative	
1	None	None	None	None	None	None	None	None	None	None	None	None

Prepared by:

*[Signature]*  
**Charlotte P. Triguero**  
 Senior Accounting Processor B

Checked by:

*[Signature]*  
**Jeanne M. Carpio**  
 Department Manager B

Verified by:

*[Signature]*  
**JOSEPHINE E. SANTOS**  
 State Auditor IV  
 11/29/23