



Republic of the Philippines
COMMISSION ON AUDIT
OFFICE OF THE AUDITOR

COMMISSION ON AUDIT
GS Cluster 2 - Social Security
Services and Housing
RECEIVED NOV 21 2017
Date: _____

EMPLOYEES' COMPENSATION COMMISSION

MEMORANDUM

FOR : MARY S. ADELINO
Director IV
Cluster 2-Social Security Services and Housing
Corporate Government Sector
This Commission

[Signature]
THRU : ELIZABETH M. SAVELLA
Supervising Auditor

SUBJECT : Schedule of Advances to Officers and Employees as of November 15, 2017

DATE : November 21, 2017

We are submitting herewith the Schedule of Advances to Officers and Employees as of November 15, 2017 of the Employees' Compensation Commission (ECC) in compliance with GCG requirement on the grant of CY 2017 Performance-Based Bonus (PBB).

Thank you.

Very truly yours,

[Signature]
MARY C. OTIONG
Audit Team Leader

SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
As of November 15, 2017

ANNEX 8

GOCC NAME: EMPLOYEES COMPENSATION COMMISSION (ECC)

Book No.:
Account Title: Advances to Officers and Employees
Account Code: 1-99-01-040

NAME	Date CA granted	Particulars	TOTAL AMOUNT DUE					Remarks
			Reference Check no.	Amount	Less than 30 days	31- 60 days	61 - 365 days	
A. Advances for Special Purposes								
1 Local Travel								
a. Atty. M. Angelee Ygnacio	11/10/2017	Travelling Expenses-Internal Audit Region V	2837298	11,940.00	11,940.00			
b. Susan Pascual	11/10/2017	Travelling Expenses- " Nov. 13-17, 2017	2837299	11,940.00	11,940.00			
c. Ricky Alcober	11/10/2017	Travelling Expenses-Baguio Nov. 16-17, 2017	2837300	1,120.00	1,120.00			
d. Dr. Raymond Bañaga	11/10/17	Travelling Expenses-Baguio Nov. 16-17, 2017	2837301	1,120.00	1,120.00			
e. Gene Quimpo	11/10/17	Travelling Expenses-Baguio Nov. 16-17, 2017	2837302	1,120.00	1,120.00			
2 Foreign Travel								
NONE								
3 Special Activities/Projects								
a. Josefa Panlaqui	1/4/2017	Revolving fund - gasoline, and office supplies	2778818	50,000.00			50,000.00	revolving fund
b. Dianne Lilibeth Bautista	1/6/2017	Revolving fund-Board meeting expenses	2778825	4,900.00			4,900.00	revolving fund
c. Necita Monteros	1/6/2017	Revolving fund - HR activities	2778828	4,900.00			4,900.00	revolving fund
d. Ma. Cristina Vicencio	1/6/2017	Revolving fund - courier services of REUs	2778826	4,900.00			4,900.00	revolving fund
e. Jorge Eria	1/6/2017	Revolving fund - messengerial services	2778829	20,000.00			20,000.00	revolving fund
f. Yolanda Yamson	1/6/2017	Revolving fund - meeting expenses at ED	2778827	4,900.00			4,900.00	revolving fund
g. Revelita Navarro	1/6/2017	Revolving fund- in house seminar Regions 7-13	2778832	100,000.00			100,000.00	revolving fund
h. Jayrezze Cañedo	10/23/2017	Revolving fund -in-house seminar ECC,REU 1-6	2837131	75,000.00	75,000.00			revolving fund
i. Dianne Quinlog	1/17/2017	Revolving fund - QRP expenses ECC, REUs 1-6	2778902	20,000.00			20,000.00	revolving fund
j. Raymond Banaga	1/6/2017	Revolving fund - QRP expenses REUs 7-13	2778830	20,000.00			20,000.00	revolving fund
k. Mary ann Tagalog	1/6/2017	Revolving fund- TRC meetings	2778851	4,900.00			4,900.00	revolving fund
l. Melogie Lomenario	1/18/2017	Revolving fund - ECP thru Social Media	2778932	50,000.00			50,000.00	revolving fund
m. Albert Casalme	4/17/2017	Revolving fund - courier services of REUs Admin	2779617	4,900.00			4,900.00	revolving fund
B. Advances to Regular/Special Disbursing Officers								
a. Necita Monteros	10/20/2017	ECC HR Activities- Halloween Oct. 31	2837109	45,000.00	45,000.00			
b. Jonathan T. Villasoto	9/6/2017	ECC Sports Activities - Bowling Inter Division	2836746	135,000.00			135,000.00	
c. Maribel S. T. Oliveros	10/20/2017	ECC HR Activities - Halloween Family Day Oct.31	2387107	200,000.00	200,000.00			
TOTAL				771,640.00	347,240.00	-	424,400.00	-

Note: Revolving fund is subject to replenishment; full liquidation at year-end.

CERTIFIED CORRECT:



MARIA TERESA M. URBANO
Chief, Finance Division
Date: November 16, 2017

APPROVED BY:



STELLA ZIPAGAN-BANAWIS
Executive Director

VERIFIED BY:



MS. MARY C. OTIONG
COA Audit Team Leader

DATE: _____

Note: This Report on Aging 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.