CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

REPORT ON AGEING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
As of November 15, 2025

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 11/14/2025
MNWD

Agency Name: CALABANGA WATER DISTRICT
Agency Code:

Book No:
Account Title:
Account Code:

NAME	Date CA granted	Particulars	Reference		Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	(state date of liquidation and reason why if liquidated after the cut-off
A. Advances for Special Purposes										
1. Local Travel	9/23/2025	***Cynthia B. Bagsic***	DV#2025-09-0854		12,836.00		12,836.00			Liquidated/Reim: November 25, 2025
	9/23/2025	***Maricel P. Dumalasa***	DV#2025-09-0855		12,836.00		12,836.00			Liquidated/Reim: November 21, 2025
	10/30/2025	***Michelle I. Verdejo***	DV#2025-10-0995		14,776.00	14,776.00				Travel just concluded
	10/30/2025	***Ma. Carmelle A. Malanyaon***	DV#2025-10-0996		14,776.00	14,776.00				Travel just concluded
	11/3/2025	***Diana B. Batalla***	DV#2025-11-1011		4,990.50	4,990.50				Liquidated: November 19, 2025
	11/3/2025	***Betty B. Viola***	DV#2025-11-1012		4,990.50	4,990.50				Liquidated: November 24, 2025
	11/3/2025	***Sherry Lou B. Guerrero***	DV#2025-11-1013		4,990.50	4,990.50				Liquidated: November 19, 2025
	11/3/2025	***Maribel R. Gabarda***	DV#2025-11-1014		4,990.50	4,990.50				Liquidated: November 24, 2025
	11/12/2025	***Chona DP Velarde***	DV#2025-11-1043		12,538.00	12,538.00				Travel just concluded
	11/14/2025	***Raquel M. Saavedra***	DV#2025-11-1051		12,538.00	12,538.00				Travel just concluded
2. Foreign Travel		***None***								
3. Special Activities/Projects	11/4/2025	***Jorge C. Comia***	DV#2025-11-1024		3,000.00	3,000.00				Liquidated: November 19, 2025
	11/11/2025	***Maria Concepcion A. Felizmenio***	DV#2025-11-1037		32,000.00	32,000.00				Unliquidated
B. Advances to Regular										
Disbursing Officers/Payroll	11/14/2025	***Raquel M. Saavedra***	DV#2025-11-1045		127,809.16	127,809.16				Liquidated: November 20, 2025
2. Seminar/Conference Expenses		***None***								
TOTALS				**P**	**263,071.16**	**237,399.16**	**25,672.00**	**-**		

Certified Correct:

Diana D. Balce- Batalla
Corporate Budget Specialist A

Approved by:

Engr. Celedonio I. Tolentino, Jr.
General Manager

Verified by:

COA Audit Team Leader

Date Submitted: