

**SUGAR REGULATORY ADMINISTRATION**  
**SCHEDULE OF ADVANCES TO SPECIAL DISBURSING OFFICER-19901030**  
**As of December 31, 2023**

	Account Code	Date Granted	Check #	Beginning Balance	Granted this Month	CDJ	CRDJ/JEV	Liquidation This Month	Ending Balance	REMARKS
Patatag, Marie Stella	19901030-1	1/9/2023	730125	150,000.00	192,966.95	317,601.60	21,000.00	338,601.60	4,365.35	2023 Revolving Fund for Gasoline - Quezon City
Serrano, Ma. Vina	19901030-3	6/27/2023	2896096	338,073.00	411,254.00	574,667.81	81,084.19	655,752.00	93,575.00	2023 Revolving Fund for the ECO-Test/NCT Projects and the salary of LAREC Pakiao and other Laborers
Bacani, Ador	19901030-4	1/19/2023	2895943	96,527.50	303,347.39	396,327.32		396,327.32	3,547.57	2023 Revolving Fund for various expenses for ASSD
Guiyab, Nestor	19901030-34	1/19/2023	2895945	182,900.00	135,630.25	314,031.25	4,499.00	318,530.25	-	2023 Revolving Fund - AARD Project and activities
Vjandre, Romualdo IV	19901030-47	1/20/2023	730159	8,023.55			5,000.00	5,000.00	3,023.55	2023 Revolving Fund - Busco; there is a correction of initial entry per JEV#23-08-847
Macamos, Patricio Jr.	19901030-49	10/18/2023	781325	300,000.00	6,651.25	292,569.31	14,081.94	306,651.25	-	2023 Revolving Fund - Implementation of ABE projects
Rubica, Rodney K.	19901030-53	6/15/2023	731317	60,781.75	11,564.70	53,142.45		53,142.45	19,204.00	2023 Revolving Fund - Office of the Board/ Office of the Administrator
Flores, Jenny Lou	19901030-57	11/10/2023	781534	50,000.00		38,463.90	11,536.10	50,000.00	-	2023 Revolving Fund - Bids and Awards Committee
Estanislao, Evelyn B.	19901030-9	7/20/2023	682795	215,382.88		215,382.88		215,382.88	-	Expenses for the ceremonial turn-over of 2022 GAA BF beneficiaries on July 25, 2023.
Estanislao, Evelyn B.	19901030-9	12/20/2023	683116		100,000.00			-	100,000.00	2022 GAA Basic Accounting for Non-Accountants Training on December 19-21, 2023
Ronario, Joel	19901030-11	12/1/2023	616568	-	41,750.00	35,542.50	6,207.50	41,750.00	-	OPSI-FLT Seminar for SCP Borrowers in Balayan Mill District on December 5-7, 2023
Santiago, Lucio III	19901030-14	11/21/2023	682998	46,550.00		46,550.00		46,550.00	-	Defray meal expenses for the OPSI-FLT in CARSUMCO MD on November 21-24, 2023
Santiago, Lucio III	19901030-14	12/20/2023	683034	-	126,000.00			-	126,000.00	Conduct of OPSI/FLT for SCP borrowers in CARSUMCO MD on October 3-5, 2023
Ersando, Celso	19901030-15	11/24/2023	682999	30,000.00	40,250.00	65,196.00	1,804.00	67,000.00	3,250.00	Hauling/transportation of initial culture of BMO in La Carlota on November 27 to December 1, 2023
Olalia, Laverne C.	19901030-16	10/13/2023	781227	(0.20)		(0.20)		(0.20)	-	Salaries of surveyor and digitizer under the project Digital Map Updating and Validation of Standing Cane in Batangas
Olalia, Laverne C.	19901030-16	11/15/2023	781604	101,532.70		101,532.70		101,532.70	-	Salaries of surveyor and digitizer under the project Digital Map Updating and Validation of Standing Cane in Batangas
Olalia, Laverne C.	19901030-16	11/24/2023	781727	101,532.70		101,532.70		101,532.70	-	Salaries of surveyor and digitizer under the project Digital Map Updating and Validation of Standing Cane in Batangas
Dayao, Dominador	19901030-19	10/10/2023	781187	90,935.27		90,935.27		90,935.27	-	Seminar/training on the proper intelligence information gathering and verification and agility training on October 11-13
Dayao, Dominador	19901030-19	12/5/2023	781835		90,000.00	16,760.88		16,760.88	73,239.12	SRED Year-End Performance Review and Goal-Setting on December 13-14, 2023
Mortega, Anita	19901030-25	11/10/2023	781533	29,700.00		9,937.00		9,937.00	19,763.00	Expenses for the Values Orientation Workshop on November 15-17, 2023
Soriano, Marco	19901030-27	12/14/2023	781965		122,200.00			-	122,200.00	SRA Christmas Party Celebration on December 15, 2023
Agosto, Rosaline	19901030-28	11/13/2023	682967	140,000.00		39,335.80	100,664.20	140,000.00	-	Purchase of various supplies for the extension training on sugar technology for PSMA members
Montiel, Zyus Oliver	19901030-38	11/13/2023	682968	87,480.00		83,880.00	3,600.00	87,480.00	-	Conduct of EWA seminar in Don Pedro MD on November 20-23, 2023
Ramos, Fremie Joy	19901030-42	11/21/2023	781717	28,000.00		25,751.00	2,249.00	28,000.00	-	Defray expenses for the AFD National Convention on November 22-25, 2023
Caballero, Maria Teresa	19901030-46	11/16/2023	781626	69,350.00		51,743.00	17,607.00	69,350.00	-	Conduct of OPSI/FLT for SCP borrowers in CARSUMCO MD on November 28-30, 2023
Del Rosario, Ma. Victoria	19901030-51	10/24/2023	781371	70,000.00		69,990.00		69,990.00	10.00	Purchase of Christmas decorations for the SRA Building
Godes, Annabelle	19901030-52	10/17/2023	781299	6,000.00		6,000.00		6,000.00	-	Rental of cement mixer (JO #23-236)
Godes, Annabelle	19901030-52	12/27/2023	782091		6,299.10	6,299.10		6,299.10	-	Purchase of 1 unit heavy duty coffee maker
Wong, Maria Abigail	19901030-54	10/13/2023	781229	12,200.00		12,150.55	49.45	12,200.00	-	HRMPSB Meeting and Interview on October 16-19, 2023.
Manlapaz, Benjamin	19901030-55	11/13/2023	682969	200,000.00				-	200,000.00	Implementation of Rapid Propagation and Distribution of Sugarcane HYV in Pampanga, Tarlac, and Cagayan
Boyero, Jennifer Rose	19901030-56	10/9/2023	781180	44,726.17		44,726.17		44,726.17	-	GAD-CSR Year-End Assessment and Strategic Planning on October 25-27, 2023
Boyero, Jennifer Rose	19901030-56	11/13/2023	781555	150,000.00	2,657.14	131,526.10	21,131.04	152,657.14	-	Conduct of seminars/trainings for GST, VAWC, and Safe Spaces Act; Amount granted refers to payment of overrefund
Boyero, Jennifer Rose	19901030-56	12/19/2023	782006		150,000.00	107,327.19	6,927.21	114,254.40	35,745.60	GST and VAWC in Tarlac and Isabela MDs on December 18-22 and 26-29, 2023
Del Mundo, Maria Victoria	19901030-58	12/18/2023	782001		65,000.00	57,483.07		57,483.07	7,516.93	Celebration of SRA Family Day on December 21, 2023
<b>Total -19901030</b>				<b>2,609,695.32</b>	<b>1,805,570.78</b>	<b>3,306,385.35</b>	<b>297,440.63</b>	<b>3,603,825.98</b>	<b>811,440.12</b>	
Flores, Jenny Lou	19901010	9/20/2023	780931	-				-	-	Meal expense of SRA BAC on September 19, 20 & 22, 2023
Pamintuan, Ma. Theresa	19901010	9/22/2023	780970	29,739.00		29,739.00		29,739.00	-	Purchase of Christmas decorations for the Office of the Administrator; Liquidation is recorded the following month
Fernandez, Marietta Dina	19901010	10/20/2023	781357	-				-	-	Basic Sugarcane Growing for Small Farmers and Workers in Cagayan Mill District on October 23-27, 2023.
<b>Total -19901010</b>				<b>29,739.00</b>	<b>-</b>	<b>29,739.00</b>	<b>-</b>	<b>29,739.00</b>	<b>-</b>	
Dizon, Jay	19901040	11/20/2023	781681	55,000.00		44,703.60	10,296.40	55,000.00	-	Hauling of empty container to Batangas and expenses for AFD Year-End Assessment on November 16-25, 2023
Soriano, Marco D.	19901040	8/17/2023	731865	6,300.00		6,300.00		6,300.00	-	Pre-travel expense on August 22-25, 2023.
Dumaran, Hadji Caesar	19901040	9/4/2023	731973	80,900.00		80,400.00	500.00	80,900.00	-	Pre-travel expenses of COA Audit Group C for the One-Time Cleansing of PPE Account Balances


SUGAR REGULATORY ADMINISTRATION  
STATUS OF UNLIQUIDATED CASH ADVANCES  
AS OF DECEMBER 31, 2023


ANNEX A


NO	ACCOUNT USED	NAME OF ACCOUNTABLE OFFICER (AO)/ EMPLOYEE RECIPIENT	PURPOSE	DATE GRANTED	UNLIQUIDATED AMOUNT	DUE DATE FOR LIQUIDATION	AGE OF CASH ADVANCE	STATUS OF AO/EMPLOYEE	AVAILABILITY OF DOCUMENTS		ACTION TAKEN BY		STATUS OF REQUEST FOR WRITE OFF AND/OR NARRATIVE REPORT	AMOUNT WRITTEN OFF/ SUBJECT OF NR	REMARKS
									WITH	WITHOUT	AGENCY OFFICIALS	AUDITOR			
1	Advances To Special Disbursing Officer (19901030)	Patatag, Marie Stella	Revolving Fund for Gasoline - Quezon City	1/9/2023	4,365.35	12/31/2023	12 months	Permanent	✓			Amount validated	None	-	
2	-do-	Serrano, Ma. Vina	Revolving Fund for the Implementation of Breeding and Biotechnology Project	1/19/2023	93,575.00	12/31/2023	11.5 months	Permanent	✓			-do-	None	-	
3	-do-	Bacani, Ador	Revolving Fund for various expenses for ASSD	1/19/2023	3,547.57	12/31/2023	11.5 months	Permanent	✓			-do-	None	-	
4	-do-	Vijandre, Romualdo IV	Revolving Fund - Busco;	1/20/2023	3,023.55	12/31/2023	11.5 months	Permanent	✓			-do-	None	-	
5	-do-	Rubica, Rodney K.	Revolving Fund - Office of the Board/ Office of the Administrator	6/15/2023	19,204.00	12/31/2023	6.5 months	Permanent	✓			-do-	None	-	
6	-do-	Ersando, Celso T.	Hauling/transportation of BMO to La Carlota City on November 27 to December 1, 2023	11/24/2023	3,250.00	12/31/2023	1 month	Permanent	✓			-do-	None	-	
7	-do-	Manlapaz, Benjamin	Rapid Propagation and Distribution of HYV in Pampanga, Tarlac, and Cagayan	11/13/2023	200,000.00	12/31/2023	2 months	Permanent	✓			-do-	None	-	
8	-do-	Mortega, Anita C.	Values Orientation Workshop on November 15-17, 2023	11/10/2023	19,763.00	12/17/2023	2 months	Permanent	✓			-do-	None	-	
9	-do-	Dayao, Dominador	SRED Year-End Performance Review and Goal-Setting on December 13-14, 2023	12/5/2023	73,239.12	1/14/2023	1 month	Permanent	✓			-do-	None	-	
10	-do-	Estanislao, Evelyn	2022 GAA Basic Accounting for Non-Accountants Training on December 19-21, 2023	12/20/2023	100,000.00	1/21/2023	Less than 30 days	Permanent	✓			-do-	None	-	

**SUGAR REGULATORY ADMINISTRATION**  
**SCHEDULE OF ADVANCES TO SPECIAL DISBURSING OFFICER-19901030**  
**As of December 31, 2023**

	Account Code	Date Granted	Check #	Beginning Balance	Granted this Month	CDJ	CRDJ/JEV	Liquidation This Month	Ending Balance	REMARKS
Azcona, Pablo Luis	19901040	9/12/2023	780730	25,557.00		25,557.00		25,557.00	-	Pre-travel expenses for the Sugar Conference in Thailand on September 13-16, 2023
Corro, Juan Andres	19901040	9/12/2023	780731	58,721.00		58,721.00		58,721.00	-	Pre-travel expenses for the Sugar Conference in Thailand on September 13-16, 2023
Sanson, David Andrew	19901040	9/12/2023	780732	58,721.00		58,721.00		58,721.00	-	Pre-travel expenses for the Sugar Conference in Thailand on September 13-16, 2023
Manangan, Elsa R.	19901040	10/18/2023	781327	68,479.20		68,479.20		68,479.20	-	DSA and pre-travel expenses for official travel in Thailand on October 23-28, 2023
Siman, Marieliz M.	19901040	10/18/2023	781328	68,479.20		68,479.20		68,479.20	-	DSA and pre-travel expenses for official travel in Thailand on October 23-28, 2023
Ching, Celerina G.	19901040	10/18/2023	781329	68,479.20		68,479.20		68,479.20	-	DSA and pre-travel expenses for official travel in Thailand on October 23-28, 2023
Tejida, Guillermo III	19901040	10/23/2023	781360	68,479.20		68,479.20		68,479.20	-	DSA and pre-travel expenses for official travel in Thailand on October 23-28, 2023
Quiambao, Felina M.	19901040	10/25/2023	781400	49,716.57		49,716.57		49,716.57	-	Conduct of orientation and monitoring of SIDA scholars on October 24-27 & November 6-10, 2023
Garcia, Anna Angela Camille A.	19901040	11/8/2023	682965	42,014.76				-	42,014.76	Defray expenses for official travel to Negros Occidental on November 8-9, 2023
Tesorero, Bella G.	19901040	11/10/2023	781552	8,050.00		8,050.00		8,050.00	-	Travel expenses for the attendance in 3rd PAGBA Quarterly Seminar and Meeting on November 15-18, 2023
Olalita, Laverne C.	19901040	11/24/2023	781725	46,615.07		46,371.99	243.08	46,615.07	-	DSA and pre-travel expenses for official travel in Thailand on November 28-December 1, 2023
Mundo, Raphael Henri B.	19901040	11/24/2023	781726	48,115.07		47,841.80		47,841.80	273.27	DSA and pre-travel expenses for official travel in Thailand on November 28-December 1, 2023
<b>Total -19901040</b>				<b>753,627.27</b>	<b>-</b>	<b>700,299.76</b>	<b>11,039.48</b>	<b>711,339.24</b>	<b>42,288.03</b>	
<b>Grand Total</b>				<b>3,393,061.59</b>	<b>1,805,570.78</b>	<b>4,036,424.11</b>	<b>308,480.11</b>	<b>4,344,904.22</b>	<b>853,728.15</b>	

Prepared By:  
  
**JOHN ROMEL B. SALVA**  
 Accountant II

Certified Correct:  
  
**PORTIA I. ASENTISTA**  
 OIC - Accounting Division

Noted By:  
  
**ATTY. BRANDO D. NOROÑA**  
 Deputy Administrator II  
 Administration and Finance Department

Verified By:  
**GREISARLA L. DUMARAN**  
 OIC - Audit Team Leader

Reviewed By:  
**FIDELINA C. CABERTO**  
 OIC - Supervising Auditor

SUGAR REGULATORY ADMINISTRATION  
STATUS OF UNLIQUIDATED CASH ADVANCES  
AS OF DECEMBER 31, 2023

ANNEX A

NO	ACCOUNT USED	NAME OF ACCOUNTABLE OFFICER (AO)/ EMPLOYEE RECIPIENT	PURPOSE	DATE GRANTED	UNLIQUIDATED AMOUNT	DUE DATE FOR LIQUIDATION	AGE OF CASH ADVANCE	STATUS OF AO/EMPLOYEE	AVAILABILITY OF DOCUMENTS		ACTION TAKEN BY		STATUS OF REQUEST FOR WRITE OFF AND/OR NARRATIVE REPORT	AMOUNT WRITTEN OFF/ SUBJECT OF NR	REMARKS
									WITH	WITHOUT	AGENCY OFFICIALS	AUDITOR			
11	-do-	Santiago, Lucio III	BMO and EWA Seminar in Tarlac MD on December 12-28, 2023	12/20/2023	126,000.00	1/28/2023	Less than 30 days	Permanent	✓			-do-	None	-	
12	-do-	Soriano, Marco D.	SRA Christmas Party Celebration on December 15, 2023	12/14/2023	122,200.00	1/15/2023	Less than 30 days	Permanent	✓			-do-	None	-	
13	-do-	Del Rosario, Maria Victoria	SRA Family Day Celebration on December 21, 2023	12/18/2023	10.00	1/21/2023	Less than 30 days	Permanent	✓			-do-	None	-	
14	-do-	Boyero, Jennifer Rose	GST and VAWC in Tarlac and Isabela MDs on December 18-22 and 26-29, 2023	12/19/2023	35,745.60	1/29/2023	Less than 30 days	Permanent	✓			-do-	None	-	
15	-do-	Del Mundo, Maria Victoria	Celebration of SRA Family Day on December 21, 2023	12/18/2023	7,516.93	1/22/2023	Less than 30 days	Permanent	✓			-do-	None	-	
16	Advances for local and foreign travels (19901040)	Garcia, Anna Angela Camille A.	Official travel to Negros Occidental on November 8-9, 2023	11/8/2023	42,014.76	12/9/2023	2 months	Permanent	✓			-do-	None	-	
17	-do-	Mundo, Raphael Henri B.	DSA and pre-travel expenses for official travel in Thailand on November 28-December 1, 2023	11/24/2023	273.27	12/31/2023	1 month	Permanent	✓			-do-	None	-	
			<b>TOTAL</b>		<b>853,728.15</b>										

Note: There is a timing difference between the actual liquidation and records per book. Most of the liquidation reports submitted are recorded in the following months.

Certified Correct:



PORTIA I. ASENTISTA  
 OIC - Accounting Division

Noted by:



ATTY. BRANDO D. NOROÑA  
 Deputy Administrator II-Administration and Finance

Verified by:

GREISARLA L. DUMARAN  
 OIC - Audit Team Leader

FIDELINA C. CABERTO  
 Supervising Auditor