



# Philippine International Trading Corporation



## REPORT ON AGEING OF CASH ADVANCES SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES As of November 15, 2018

Agency Name: PHILIPPINE INTERNATIONAL TRADING CORPORATION  
Agency Code:

Book No:  
Account Title:  
Account Code:

Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purposes</b>								
<b>1. Local Travel</b>								
Sierra, Phoebe B.	Trip to Davao City on Nov. 20 - 25, 2018 per SO#2018-1-135	CK#59605114 dd 11/15/18	34,000.00	34,000.00				
<b>2. Foreign Travel</b>								
Rivera, Taddie Elson	Trip to China & India on Oct 02 - 07, 2007	CK#507872 dd 09/31/07	30,026.62				30,026.62	
Almarinez, Dave M.	Trip to Canada on Oct. 19 - 28, 2018 per TA#18-3738.	CMDW#1810-025 dd 10/17/18	108,844.62	108,844.62				
<b>B. Advances to Regular Disbursing Officers</b>								
<b>1. Payroll</b>								
None								
<b>2. Seminar/Conferences</b>								
None								
<b>3. Expenses</b>								
Bernardo, Edgardo	Revolving Fund for the Cebu and Cagayan de Oro CBW Operation	CK#59604110 dd 01/10/18	30,000.00	30,000.00				For liquidation or to be returned at the end of the year
Mimbola, Mirasol	Revolving Fund - for expenses of The Office of the President	CK#59604114 dd 01/12/18	10,000.00	10,000.00				For liquidation or to be returned at the end of the year
Reyes, Lodivina	Revolving Fund for mailing & transportation expense for messengers	CK#59604550 dd 04/04/18	10,000.00	10,000.00				For liquidation or to be returned at the end of the year
Villanueva, Vivian	Revolving Fund - for the Government Accounts Group	CK#59604111 dd 01/10/18	5,000.00	5,000.00				For liquidation or to be returned at the end of the year
Atienza, Arnel	UNTV Cup Basketball League Game on Nov. 18, 2018	CK#59605112 dd 11/14/18	45,000.00	45,000.00				
Atienza, Arnel	PITC 2018 Corporate Teambuilding on Nov. 16 - 17, 2018	CK#59605113 dd 11/14/18	55,000.00	55,000.00				
<b>TOTAL</b>			<b>327,871.24</b>	<b>297,844.62</b>	<b>-</b>	<b>-</b>	<b>30,026.62</b>	

Certified Correct:

*ESTER A. ILAO*  
Department Manager, Accounting

Approved by:  
*DAVE M. ALMARINEZ*  
President & CEO

NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, 1227 Philippines  
Phone: (632) 818 9801 Fax: (632) 892 2054  
Email: pitc@pitc.gov.ph Website: www.pitc.gov.ph

