



November 13, 2020

MA. NANCY J. UY
Supervising Auditor
Commission on Audit
Metropolitan Waterworks and Sewerage System

Attention: **Ignacia G. Rodrigo**
Audit Team Leader

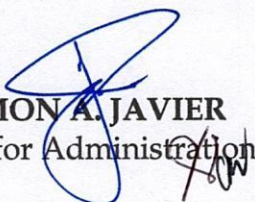
Subject: Submission of Ageing of Cash Advance of Employees and Officials

Dear **Auditor Uy**:

The MWSS Regulatory Office respectfully submits the ageing of cash advance of employees and officials as of November 15, 2020.

Thank you very much.

Respectfully yours,


RAMON A. JAVIER
DM for Administration



Report on Ageing of Cash Advances
As of November 15, 2020

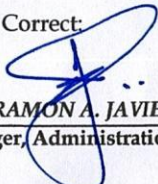
Agency Name : MWSS-Regulatory Office
Agency Code : B2160

Book Title : General Ledger
Account Title: Cash Advance
Account Code: 123

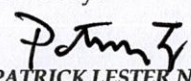
Name	Date Cash Advance granted	Particulars	Reference (Check No. & Date)	Total Amount					Remarks
					Amount Due				
					Less than 30 days	31-60 days	61-365 days	over 1 year	(State date of liquidation and reason why if liquidated after the cut-off date)
Advances for Travel and Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities / Projects									
1. Leo James B. Abaloyan	09/30/2020	Virtual Public Consultation on the Tarrif Impact of the East Bay Water Supply and AMA Bulk Water Supply Projects	Chk No. 570981 09/30/2020	68,465.00	68,465.00				For liquidation.
2. Emelita M. Romero	10/20/2020	Online Art and Training Workshop	Chk No. 571018 10/20/2020	18,300.00	18,300.00				For liquidation.
3. Joel A. Dominguez	10/20/2020	ArcGIS Online Training	Chk No. 571019 10/20/2020	76,950.00	76,950.00				On - going Activities, Last Day per Schedule - 12/15/2020
4. Maria Theresa V. Makiling	11/03/2020	MWSS RO Tree Planting Activities 2020	Chk No. 571034 11/03/2020	677,565.00	677,565.00				On - going Activities, Last Day per Schedule - 11/20/2020

Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminars/Conferences									
1. Virgilio Ocaya*	12/27/2000	Executive Check-Up	Chk No 108652 12/27/2000	45,000.00				45,000.00	Demand letter was sent to Mr. Ocaya on February 20, 2013 and the copy of which was furnished to COA.
	04/25/2001	IBP Convention	Chk No 498 04/25/2001	17,681.25				17,681.25	
TOTAL				903,961.25	841,280.00	-	-	62,681.25	

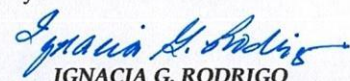
Certified Correct:


RAMON A. JAVIER
 Manager, Administration Dept.

Approved by:


PATRICK LESTER N. TY
 Chief Regulator

Verified by:


IGNACIA G. RODRIGO
 Audit Team Leader

Note: This report on Ageing of Cash Advance 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.

Report on Ageing of Cash Advances
As of November 15, 2020

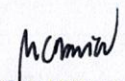
Agency Name: MWSS-Regulatory Office
Agency Code : B2160

Book Title : General Ledger
Account Title Cash Advance
Account Code: 123

SUBSCRIBED AND SWORN to before me this 25th day of November 2020 in Quezon City, Philippines, with affiants exhibiting to me their respective government-issued IDs, to wit:

	Identification Document	Date Issued	Place Issued
Patrick Lester N. Ty	N04-95-333952	17 February 2016	Quezon City
Ramon A. Javier	MWSS RO ID No. 021	23 September 1997	Quezon City

Doc. No. 10
Page No. 3
Book No. 14
Series of 2020


ATTY. MARY CATHERINE A. DAMIAN
Notary Public for Quezon City until December 31, 2020
Unit 9 Bldg. 2 Acacia Residence Halls Support Area
Laurel Ave., UP Diliman, Quezon City
Adm. Matter No. NP-195 (2019-2020); Roll No. 43243
IBP No. AR46990355; Quezon City Chapter; 01-06-2020
PTR No. 9344700 C; Quezon City; 01-06-2020
MCLE Compliance No. VI-0023344; 04-11-19; Pasig City

MWSS REGULATORY OFFICE


Petty Cash Fund

Subsidiary Ledger Summary

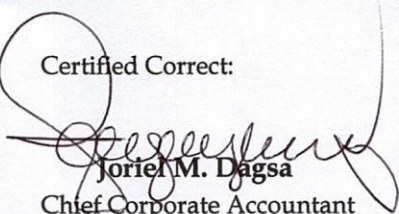
As of November 15, 2020

<i>Employee Name</i>	<i>Date Granted</i>	<i>Check No.</i>	<i>Amount</i>	<i>Purpose</i>
Villanueva, Christine Agatha R.	01/07/20	570575	75,000.00	CA for PCF CY 2020
Total 104-Admin			75,000.00	

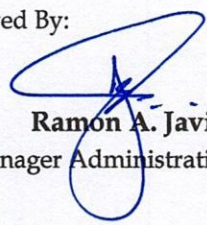
Prepared by:


Christine Agatha R. Villanueva
Fiscal Examiner A

Certified Correct:


Joriel M. Dagsa
Chief Corporate Accountant

Approved By:


Ramon A. Javier
Manager Administration Dept.

MWSS REGULATORY OFFICE

PCF Subsidiary Ledger

As of November 15, 2020

Mth	Particulars	Ref. No.	OR/CK #	Debit	Credit	Balance
104-Admin						
GL Code: 104-Adm				SL Code: 104-Admin		
Name: Villanueva, Christine Agatha R.				Acct: PCF SDO - ADMIN		
Balance Forwarded						
01/07/2020	Regular Cash Advance Re: Petty Cash Fund for CY 2020 as per Office Order No. 001 dated 03 January 2020.	DV-001	Chk#: 570575	75,000.00		75,000.00
Ending Balance				75,000.00	-	75,000.00

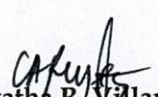
MWSS-REGULATORY OFFICE

Subsidiary Ledger Summary

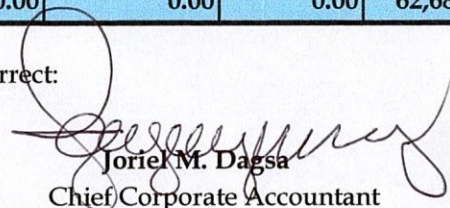
As of November 15, 2020

Employee Name	Date Granted	Check No.	0-30 days	31-60 days	60-90 days	Over 90 days	Total	Remarks
Virgilio P. A. Ocaya *	12/27/2000	108652				45,000.00	45,000.00	CA ECU for CY 2000
	04/25/2001	498				17,681.25	17,681.25	CA for IBP Convention
Sub-total							62,681.25	
Leo James B. Abaloyan	09/30/2020	570981	68,465.00				68,465.00	For liquidation.
Emelita M. Romero	10/20/2020	571018	18,300.00				18,300.00	For liquidation.
Joel A. Dominguez	10/20/2020	571019	76,950.00				76,950.00	On-going activities.
Maria Theresa V. Makiling	11/03/2020	571034	677,565.00				677,565.00	On-going activities.
Total			841,280.00	0.00	0.00	62,681.25	903,961.25	

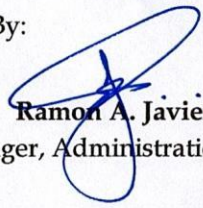
Prepared by:


Christine Agatha R. Villanueva
Fiscal Examiner A

Certified Correct:


Joriel M. Dagsa
Chief Corporate Accountant

Approved By:


Ramon A. Javier
Manager, Administration Dept.

* Mr. Ocaya was terminated from the service on 23 September 2003. Demand letter was sent to Mr. Ocaya on 20 February 2013 and copy of which was furnished to COA.

MWSS REGULATORY OFFICE
Officials & Employees Cash Advances
Subsidiary Ledger
As of November 15, 2020

Mth	Particulars	Ref. No.	OR/CK #	Debit	Credit	Balance
123-CA						
GL Code: 123-CA				SL Code:		
Name: Ocaya, Virgilio PA				Acct: Due from O&E		
Balance Forwarded						62,681.25
CA ECU for CY 2000						62,681.25
and CA Convention IBP						62,681.25
Ending Balance						62,681.25

123-CA				SL Code:		
Villanueva, Christine Agatha R.				Acct: Due from O&E		
CA Administration and Legal Affairs 2020 Planning Session/Team Building to be held on March 25-27, 2020 in Calamba, Laguna as						
02/24/2020	per Office Order No. 037	DV# 105	Chk# 570701			177,576.00
05/19/2020	Refund of Cash Advance		OR#3390371		152,576.00	25,000.00
11/10/2020	Full Liq. Of Cash Advance				25,000.00	0.00
Ending Balance						0.00

123-CA				SL Code:		
Villanueva, Christine Agatha R.				Acct: Due from O&E		
One time Special Cash Advance Re: 2nd Follow-up Surveillance Audit of MWSS RO's Existing QMS for CY2020 to be held MWSS Regulatory Office on September 17 and 30, 2020						
09/14/2020		DV# 361	Chk# 570961			21,200.00
10/08/2020	Refund of Cash Advance		OR# 3390387		580.00	20,620.00
10/09/2020	Full Liq. Of Cash Advance				20,620.00	0.00
Ending Balance						0.00

123-CA				SL Code:		
Leo James B. Abaloyan				Acct: Due from O&E		
One time Special Cash Advance Re: Virtual Public Consultation on the Tarrif Impact of the East Bay Water Supply and AMA Bulk Water Supply Projects as per Office Order No. 089.						
09/30/2020		DV# 375	Chk# 570981			68,465.00
Ending Balance						68,465.00

123-CA				SL Code:		
Emelita M. Romero				Acct: Due from O&E		
One time Special Cash Advance Re: 2020 Family Thanksgiving Day as per Office Order No. 092.						
09/24/2020		DV# 377	Chk# 570980			188,200.00
10/12/2020	Refund of Cash Advance		OR# 3390389		34,270.28	153,929.72
10/26/2020	Refund of Cash Advance		OR# 3390395		109.00	153,820.72
10/12/2020	Full Liq. Of Cash Advance				153,820.72	0.00
Ending Balance						0.00

Mth	Particulars	Ref. No.	OR/CK #	Debit	Credit	Balance
	123-CA				SL Code:	
	Emelita M. Romero				Acct: Due from O&E	
	One time Special Cash Advance Re: Online Art and Training Workshop as per Office					
10/20/2020	Order No. 101.	DV# 418	Chk# 571018			18,300.00
	Ending Balance					18,300.00
	123-CA				SL Code:	
	Joel A. Dominguez				Acct: Due from O&E	
	One time Special Cash Advance Re: ArcGIS					
10/20/2020	Online Training	DV# 421	Chk# 571019			76,950.00
	Ending Balance					76,950.00
	123-CA				SL Code:	
	Maria Theresa V. Makiling				Acct: Due from O&E	
	One time Special Cash Advance Re: MWSS					
11/03/2020	RO Tree Planting Activities 2020	DV# 437	Chk# 571034			677,565.00
	Ending Balance					677,565.00
	TOTAL 123-CA					903,961.25