



CALAMBA WATER DISTRICT

Lakeview Subd., Calamba City, Laguna
Tel. Nos.: (049) 545-1389; 545-1614; 545-2863

January 13, 2015

MS. MELANIE P. RUIDERA

State Auditor III

COMMISSION ON AUDIT

Dear Mam:

We are transmitting to you the following:

- 1 . List of Accountable officers with Unliquidated Cash Advances as of December 31, 2014
- 2 . Aging Schedule of Unliquidated Cash Advance Granted Prior and Up to December 31, 2014
- 3 . List of officials and Employees with Outstanding Cash Advances of P50,000 and above aged 30 days or over from due date of liquidation For the Quarter Ending December 2014
- 3 . List of officials and Employees with Outstanding cash Advances of P50,000 and above aged
- 4 Report on Salaries and Allowances (ROSA) Including Extra-Ordinary and miscellaneous Expenses (EME) Received by principal Officers for the Period October 1 to December 31, 2014

For your reference.

ENGR. RESTITUTO R. SUMANGA, SR

General Manager A

Recd. by:
MR. 1/16/15



1/16/15

District: CALAMBA WATER DISTRICT

Aging Schedule of Unliquidated Cash Advance Granted Prior and Up to December 31, 2014

Name	Position/Designation	Purpose of Cash Advance	Date Granted	Amount	Less than 1 year	1 to 3 years	Over 3 to 5 years	Over 3 to 5 years	Over 3 to 5 years
Paulina A. Samiano	Department Manager	Christmas Party and Family Day Celebration	11/21/14	270,000.00	270,000.00				
Rolando Pizarra	Supervising Procurement Officer	Purchase of electronic signature pad	12/12/14	37,000.00	37,000.00				
Eng. Joselito A. Gillera	Department Manager	Reservation fee for seminar of Ms. Ethel Paderes	12/15/14	5,000.00	5,000.00				
Elenita V. Panganiban	Division Manager C	PRAISE Best in Attendance	12/19/14	6,750.00	6,750.00				
Arcadia Villegas	Division Manager C	2014 Annual Inventory at Warehouse Bldg.	12/23/14	2,307.25	2,307.25				
Total				<u>321,057.25</u>	<u>321,057.25</u>				

NOTE:

Preliminary Report

Prepared by:

MARIBETH R. GRATELA
Corporate Budget Officer B

Reviewed by:

REMEDIOS L. MARFORI
Division Manager C

Certified True & Correct:

JULIANA S. HACA
Department Manager-C

Approved by:

ENGR. RESTITUTO B. SUMANGA SR.
General Manager

Verified by:

MELANIE P. RUIDERA
Audit Team Leader

Republic of the Philippines
COMMISSION ON AUDIT
Water Districts – Laguna Group

Annex A

Office of the Auditor
San Pablo City

List of Officials and Employees with Outstanding Cash Advance of P50,000.00 and above aged 30 days or over from due date of liquidation
per COA Circular No. 97-002 and Status of Submission of Required Documents per COA Memorandum No. 2004-014
For the Quarter Ending December 2014

No.	Payee	Position Title	Amount of Cash Advance/ Outstanding Advances	Date Granted	Check Number	Purpose of Cash Advance	Status of Submission of the following Documents (Pls. Check)					Remarks
							Statement of CS/Liquidated	Demand Letter	Certified Copy of Voucher	Certified Copy of Paid Check	Narrative Reports	
Calamba Water District												
	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	

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Division Manager C

Certified True & Correct:

JULIANA S. HACA
Department Manager-C

Approved by:

ENGR. RESTITUTO B. SUMANGA, SR.
General Manager-A

Verified by:

MELANIE P. RUIDERA
Audit Team Leader

LIST OF ACCOUNTABLE OFFICERS WITH UNLIQUIDATED CASH ADVANCES
As of December 31, 2014

No.	Agency	Name of Accountable Officers	Outstanding Cash Advances as of Sept. 30, 2014	Cash Advances Granted Oct. 2014 to December 31, 2014	Liquidation made from Oct. 2014 December 31, 2014	Unliquidated as of December 31, 2014	Salary on Hold Yes/No Current
	CALAMBA WATER DISTRICT	1. Paulina A. Samiano 2. Rolando M. Pizarra 3. Engr. Joselito A. Gillera 4. Elenita V. Panganiban 5. Arcadia M. Villegas	180,370.90	695,086.72	554,400.37	321,057.25 270,000.00 37,000.00 5,000.00 6,750.00 2,307.25 321,057.25 ^	

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