

**Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of November 15, 2025**

Agency Name: KAPWD-Kapatagan Water District  
Agency Code: CC418

Book No: \_\_\_\_\_  
Account Title: Advances to Officers & Employees  
Account Code: 19901040

Name	CA granted	Liquidated	Balance	Total Amount	Amount due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					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>									
GM Elumir			0.00						
Engr. Roberto R. Manatom, Jr.	10,800.00	0.00	10,800.00						C/A is granted on Nov 4, 2025'; Liquidated Dec 2, 2025
<b>2. Foreign Travel</b>									
<b>3. Special Activities/Projects</b>									
<b>B. Advances to Regular</b>									
<b>Disbursing Officers</b>									
Leonita B. Simeon			0.00						
<b>1. Payroll</b>									
Various Payroll Acct			0.00						
<b>2. Seminar/Conference Expenses</b>									
<b>TOTALS:</b>	10,800.00	0.00	10,800.00	10,800.00	0.00	0.00	0.00	0.00	

Certified Correct:

  
LEEVENA B. ESGUERRA

Account Processor - A

Received by:

  
SITTIE INSANAH M. DIA

State Auditor III  
Audit Team Leader

Approved by:

  
CLAIR GREBERN UY ELUMIR

General Manager-C

Date Submitted:

Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall report to the IATF of the Agency's compliance with the Ageing of Cash Advances Good Governance condition upon their receipt of the report