



Muñoz Water District

Bayuga St., Science City of Muñoz, Nueva Ecija
Tel. No. (044) 456-0599 Fax no. (044) 456-5063
E-mail: munozwaterdistrict@yahoo.com

November 28, 2014

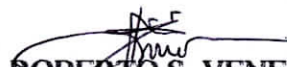
ARMANDO EJ. VERON
State Auditor IV
Audit Team Leader
Water Districts Audit Group
Nueva Ecija & Aurora Provinces

Dear Sir:

In compliance to DBM-LWUA Guidelines on Grant of PBB for FY 2014, submitting herewith the 2014 Report on Ageing of Cash Advances of officers and employees of Muñoz Water District. Also herewith are the original copies of Liquidation Reports, Disbursement Vouchers and other supporting documents for validation purposes.

Thank you & best regards!

Very truly yours,


ROBERTO S. VENERACION
Sr. Corporate Account Analyst

Received by:
Nov 11/12/14

Report on Ageing of Cash advances
Schedule of Advances to Officers & Employees
As of **NOVEMBER 15, 2014**

Agency Name: MUNOZ WATER DISTRICT
Agency Code: _____

Book No. _____
Account Title: Due from officers & employees
Account Code: Acct# 123

Name	Date Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special purpose									
1. Local Travel									
Engr. Rogelio L. Miguel	3-Jan-14	official travel to Manila	14-01-010	10,000.00					LR#14-01-004 dated 01-09-14
Felipe S. Celleza	6-Jan-14	travel renewal of MWD service vehicles	14-01-014	5,000.00					LR#14-01-003 dated 01-08-14
Engr. Rogelio L. Miguel	3-Feb-14	travel to PAWD Convention	14-02-085	50,000.00					LR#14-02-011 dated 02-10-14
Sonny D. Lanuza	3-Feb-14	travel to PAWD Convention	14-02-086	10,000.00					LR#14-02-012 dated 02-10-14
Engr. Rogelio L. Miguel	4-Mar-14	official travel to Manila	14-03-162	10,000.00					DV#14-03-202 date 03-17-14
Roberto S. Veneracion	19-Mar-14	official travel to purchase printer	14-03-214	6,000.00					LR#14-03-029 dated 03-26-14
Engr. Rogelio L. Miguel	12-May-14	travel to PWWA International Conference	14-05-347	50,000.00					LR#14-05-047 dated 05-28-14
Rustico V. Balmeo	12-May-14	travel to purchase of head light of vehicle	14-05-352	6,000.00					LR#14-05-048 dated 05-28-14
Rogelio L. Miguel	30-Jun-14	official travel to Manila	14-06-472	10,000.00					LR#14-07-059 dated 07-04-14
Engr. Rogelio L. Miguel	16-Jul-14	Travel to CLAWD Gen. Assembly	14-07-525	20,000.00					LR#14-07-061 dated 07-25-14
Engr. Rogelio L. Miguel	7-Oct-14	official travel to Manila	14-10-707	12,000.00					LR#14-10-089 dated 10-10-14
Engr. Rogelio L. Miguel	22-Oct-14	official travel to Manila	14-10-748	15,000.00					LR#14-11-097 dated 11-06-14
2. Special Activities/Projects									
Sonny B. Arandilla	13-Feb-14	Villa Isidra Pumphouse project.	14-02-110	5,000.00					LR#14-02-019 dated 02-20-14
Sonny B. Arandilla	4-Mar-14	Emergency purchase of AVR for Pumping	14-03-163	20,000.00					LR#14-03-024 dated 03-11-14
Aileen A. Orodio	12-May-14	NEWADA Blue team practice	14-05-346	10,000.00					DV#14-05-386 date 05-28-14
Sonny B. Arandilla	30-Jun-14	repairs & maintenance of Genset	14-07-540	3,000.00					LR#14-08-075 dated 08-27-14
Vilma V. Lazaro	5-Aug-14	renewal of Treasury Bond	14-08-560	12,500.00					LR#14-08-069 dated 08-07-14
Felipe S. Celleza	5-Aug-14	fabrication of various plumbing tools	14-08-561	4,000.00					LR#14-08-070 dated 08-11-14
Rustico V. Balmeo	27-Aug-14	repairs & maintenance of Toyota Innova	14-08-613	15,000.00					LR#14-08-076 dated 08-29-14
Sonny B. Arandilla	3-Sep-14	repairs & maintenance of Nissan pick-up	14-09-627	5,000.00					LR#14-09-082 dated 09-16-14
Sonny B. Arandilla	27-Oct-14	purchase of office Christmas Decors	14-10-753	20,000.00					LR#14-11-098 dated 11-14-14

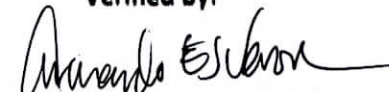
Certified Correct


ROBERTO S. VENERACION
Sr. Corporate Account Analyst

Approved by:


ENGR. ROGELIO L. MIGUEL
General Manager

Verified by:


ARMANDO EJ VERON
State Auditor IV
Audit Team Leader

Date Submitted

Note: liquidation report subject to post-audit.

Report on Ageing of Cash advances
Schedule of Advances to Officers & Employees
As of **NOVEMBER 15, 2014**

Agency Name: MUNOZ WATER DISTRICT
Agency Code: _____

Book No. _____
Account Title: Payroll Fund
Account Code: Acct# 105

Name	Date Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
B. Regular Cash advances			DV#						
1. Payroll/Disbursing officer									
Vilma V. Lazaro	3-Jan-14	Payroll of Job order (Dec.28-31, 2013)	14-01-008	2,360.00					LR#14-01-001 dated 1-03-14
Vilma V. Lazaro	3-Jan-14	Overtime payroll (Dec16-31, 2013)	14-01-009	30,842.37					LR#14-01-002 dated 1-03-14
Vilma V. Lazaro	14-Jan-14	Regular payroll (Jan. 1-15, 2014)	14-01-027	116,391.75					LR#14-01-005 dated 1-14-14
Vilma V. Lazaro	14-Jan-14	Clothing/Uniform allowance	14-01-037	125,000.00					LR#14-01-006 dated 1-14-14
Vilma V. Lazaro	17-Jan-14	Payroll of Job order (Jan. 1-15, 2014)	14-01-043	22,706.00					LR#14-01-007 dated 1-17-14
Vilma V. Lazaro	17-Jan-14	Overtime payroll (Jan. 1-15, 2014)	14-01-044	12,008.79					LR#14-01-008 dated 1-17-14
Vilma V. Lazaro	24-Jan-14	BOD Honorarium January 2014	14-01-048	27,378.00					LR#14-01-009 dated 1-24-14
Vilma V. Lazaro	30-Jan-14	Regular payroll (Jan. 16-31, 2014)	14-01-074	116,391.74					LR#14-01-010 dated 1-30-14
Vilma V. Lazaro	3-Feb-14	Payroll of Job order (Jan 16-31, 2014)	14-02-090	30,191.00					LR#14-02-013 dated 2-3-14
Vilma V. Lazaro	10-Feb-14	Overtime payroll (Jan 16-31, 2014)	14-02-102	17,683.00					LR#14-02-014 dated 2-10-14
Vilma V. Lazaro	11-Feb-14	Unpaid overtime payroll (Jan. 20, 2014)	14-02-103	4,802.24					LR#14-02-015 dated 2-11-14
Vilma V. Lazaro	14-Feb-14	Regular payroll (Feb. 1-15, 2014)	14-02-113	120,594.53					LR#14-02-016 dated 2-14-14
Vilma V. Lazaro	17-Feb-14	Overtime payroll (Feb. 1-15, 2014)	14-02-120	8,788.47					LR#14-02-017 dated 2-17-14
Vilma V. Lazaro	17-Feb-14	Payroll of Job order (Feb. 1-15, 2014)	14-02-122	32,612.00					LR#14-02-018 dated 2-17-14
Vilma V. Lazaro	20-Feb-14	BOD Honorarium Feb.2014	14-02-133	27,378.00					LR#14-02-020 dated 2-21-14
Vilma V. Lazaro	27-Feb-14	Regular payroll (Feb. 16-28, 2014)	14-02-147	120,594.52					LR#14-02-021 dated 2-27-14
Vilma V. Lazaro	3-Mar-14	Payroll of Job order (Feb 16-28, 2014)	14-03-154	27,611.00					LR#14-03-023 dated 3-03-14
Vilma V. Lazaro	3-Mar-14	Overtime payroll (Feb 16-31, 2014)	14-03-155	6,867.17					LR#14-03-022 dated 3-03-14
Vilma V. Lazaro	14-Mar-14	Regular payroll (March 1-15, 2014)	14-03-183	117,602.14					LR#14-03-025 dated 3-14-14
Vilma V. Lazaro	17-Mar-14	Payroll of Job order (March 1-15, 2014)	14-03-192	28,053.00					LR#14-03-026 dated 3-17-14
Vilma V. Lazaro	17-Mar-14	Overtime payroll (March 1-15, 2014)	14-03-193	5,766.52					LR#14-03-027 dated 3-17-14
Vilma V. Lazaro	21-Mar-14	BOD Honorarium March 2014	14-03-218	27,378.00					LR#14-03-028 dated 3-21-14
Vilma V. Lazaro	26-Mar-14	Regular payroll (March 16-31, 2014)	14-03-231	117,602.13					LR#14-03-030 dated 3-26-14

Name	Date Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Vilma V. Lazaro	1-Apr-14	Payroll of Job order (March 16-31, 2014)	14-04-235	31,169.50					LR#14-04-031 dated 4-01-14
Vilma V. Lazaro	1-Apr-14	Overtime payroll (March 16-31, 2014)	14-04-236	10,666.25					LR#14-04-032 dated 4-01-14
Vilma V. Lazaro	14-Apr-14	Regular payroll (April 1-15, 2014)	14-04-268	111,927.91					LR#14-04-033 dated 4-14-14
Vilma V. Lazaro	15-Apr-14	BOD Honorarium April 2014	14-04-273	27,378.00					LR#14-04-034 dated 4-15-14
Vilma V. Lazaro	16-Apr-14	PIB for FY 2013.	14-04-279	60,000.00					LR#14-04-035 dated 4-16-14
Vilma V. Lazaro	16-Apr-14	Payroll of Job order (April 1-15, 2014)	14-04-280	30,329.00					LR#14-04-036 dated 4-16-14
Vilma V. Lazaro	16-Apr-14	Overtime payroll (April 1-15, 2014)	14-04-281	19,339.07					LR#14-04-037 dated 4-16-14
Vilma V. Lazaro	28-Apr-14	Regular payroll (April 16-30, 2014)	14-04-312	111,927.91					LR#14-04-038 dated 4-16-14
Vilma V. Lazaro	2-May-14	Payroll of Job order (April 16-30, 2014)	14-05-326	26,266.00					LR#14-05-039 dated 5-02-14
Vilma V. Lazaro	2-May-14	Overtime payroll (April 16-30, 2014)	14-05-327	15,379.45					LR#14-05-040 dated 5-02-14
Vilma V. Lazaro	9-May-14	1/2 Cash Gift & Year end bonus	14-05-338	264,863.50					LR#14-05-041 dated 5-12-14
Vilma V. Lazaro	12-May-14	Regular payroll (May 1-15, 2014)	14-05-345	106,266.14					LR#14-05-042 dated 5-12-14
Vilma V. Lazaro	13-May-14	BOD Honorarium May 2014	14-05-348	27,378.00					LR#14-05-043 dated 5-13-14
Vilma V. Lazaro	19-May-14	Overtime payroll (May 1-15, 2014)	14-05-354	14,065.83					LR#14-05-044 dated 5-19-14
Vilma V. Lazaro	19-May-14	Payroll of SPES (Apr.8 to May 13, 2014)	14-05-355	3,630.00					LR#14-05-045 dated 5-19-14
Vilma V. Lazaro	19-May-14	Payroll of Job order (May 1-15, 2014)	14-05-356	32,137.00					LR#14-05-046 dated 5-19-14
Vilma V. Lazaro	29-May-14	Regular payroll (May 16-30, 2014)	14-05-390	106,266.14					LR#14-05-049 dated 5-29-14
Vilma V. Lazaro	2-Jun-14	Payroll of Job order (May 16-31, 2014)	14-06-394	36,803.50					LR#14-06-050 dated 6-02-14
Vilma V. Lazaro	2-Jun-14	Overtime payroll (May 16-31, 2014)	14-06-395	9,397.86					LR#14-06-051 dated 6-02-14
Vilma V. Lazaro	9-Jun-14	Regular payroll (June 1-15, 2014)	14-06-426	102,604.15					LR#14-06-052 dated 6-13-14
Vilma V. Lazaro	16-Jun-14	Payroll of Job order (June 1-15, 2014)	14-06-429	28,469.50					LR#14-06-053 dated 6-16-14
Vilma V. Lazaro	16-Jun-14	Overtime payroll (June 1-15, 2014)	14-06-431	18,828.61					LR#14-06-050 dated 6-16-14
Vilma V. Lazaro	24-Jun-14	BOD Honorarium June 2014	14-06-444	27,378.00					LR#14-06-055 dated 6-24-14
Vilma V. Lazaro	27-Jun-14	Regular payroll (May 16-30, 2014)	14-06-469	102,604.15					LR#14-06-056 dated 6-27-14
Vilma V. Lazaro	30-Jun-14	Refund of payroll deductions	14-06-473	7,805.61					LR#14-06-057 dated 6-30-14
Vilma V. Lazaro	30-Jun-14	Payroll of Job order (June 16-30, 2014)	14-06-474	30,981.00					LR#14-06-058 dated 6-30-14
Vilma V. Lazaro	4-Jul-14	Overtime payroll (June 16-30, 2014)	14-07-486	4,604.07					LR#14-07-060 dated 7-04-14
Vilma V. Lazaro	11-Jul-14	BOD Honorarium July 2014	14-07-500	27,378.00					LR#14-07-062 dated 7-11-14
Vilma V. Lazaro	14-Jul-14	Regular payroll (July 1-15, 2014)	14-07-512	114,255.01					LR#14-07-063 dated 7-14-14
Vilma V. Lazaro	16-Jul-14	Payroll of Job order (July 1-15, 2014)	14-07-523	33,905.50					LR#14-07-064 dated 7-16-14
Vilma V. Lazaro	16-Jul-14	Overtime payroll (July 1-15, 2014)	14-07-524	2,791.66					LR#14-07-065 dated 7-16-14
Vilma V. Lazaro	30-Jul-14	Payroll of Job order (July 16-31, 2014)	14-07-538	114,255.00					LR#14-07-066 dated 7-30-14

Name	Date Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Vilma V. Lazaro	1-Aug-14	Payroll of Job order (July 16-31, 2014)	14-08-550	34,802.50					LR#14-08-068 dated 8-01-14
Vilma V. Lazaro	1-Aug-14	Overtime payroll (July 16-31, 2014)	14-08-551	17,499.32					LR#14-08-067 dated 8-01-14
Vilma V. Lazaro	13-Aug-14	Regular payroll (August 1-15, 2014)	14-08-588	106,539.05					LR#14-08-071 dated 8-14-14
Vilma V. Lazaro	18-Aug-14	Payroll of Job order (August 1-15, 2014)	14-08-593	29,679.00					LR#14-08-072 dated 8-18-14
Vilma V. Lazaro	18-Aug-14	Overtime payroll (August 1-15, 2014)	14-08-594	4,761.19					LR#14-08-073 dated 8-18-14
Vilma V. Lazaro	19-Aug-14	BOD Honorarium August 2014	14-08-601	27,378.00					LR#14-08-074 dated 8-19-14
Vilma V. Lazaro	29-Aug-14	Payroll of Job order (August 16-31, 2014)	14-07-538	106,539.04					LR#14-08-077 dated 8-29-14
Vilma V. Lazaro	1-Sep-14	Payroll of Job order (August 16-31, 2014)	14-09-622	25,321.00					LR#14-09-079 dated 9-01-14
Vilma V. Lazaro	1-Sep-14	Overtime payroll (August 16-31, 2014)	14-09-623	23,971.95					LR#14-09-078 dated 9-01-14
Vilma V. Lazaro	11-Sep-14	Payroll of Job order (September 01-15, 2014)	14-09-649	10,081.00					LR#14-09-080 dated 9-11-14
Vilma V. Lazaro	12-Sep-14	Regular payroll (September 1-15, 2014)	14-09-651	94,603.20					LR#14-09-081 dated 9-12-14
Vilma V. Lazaro	16-Sep-14	Payroll of Job order (September 1-15, 2014)	14-09-664	13,756.00					LR#14-09-083 dated 9-16-14
Vilma V. Lazaro	16-Sep-14	Overtime payroll (September 1-15, 2014)	14-09-665	11,307.96					LR#14-09-084 dated 9-16-14
Vilma V. Lazaro	22-Sep-14	BOD Honorarium September 2014	14-09-671	27,378.00					LR#14-09-085 dated 9-25-14
Vilma V. Lazaro	30-Sep-14	Payroll of Job order (September 16-30, 2014)	14-09-689	94,603.19					LR#14-09-086 dated 9-30-14
Vilma V. Lazaro	1-Oct-14	Payroll of Job order (Sept. 16-30, 2014)	14-10-692	23,590.50					LR#14-10-087 dated 10-01-14
Vilma V. Lazaro	2-Oct-14	Overtime payroll (Sept. 16-30, 2014)	14-10-696	9,803.87					LR#14-10-088 dated 10-02-14
Vilma V. Lazaro	10-Oct-14	BOD Honorarium October 2014	14-10-719	27,378.00					LR#14-10-090 dated 10-10-14
Vilma V. Lazaro	14-Oct-14	Regular payroll (October 1-15, 2014)	14-10-723	100,894.10					LR#14-10-091 dated 10-14-14
Vilma V. Lazaro	16-Oct-14	Payroll of Job order (October 1-15, 2014)	14-10-727	21,478.00					LR#14-10-092 dated 10-16-14
Vilma V. Lazaro	16-Oct-14	Overtime payroll (October 1-15, 2014)	14-10728	8,283.74					LR#14-10-093 dated 10-16-14
Vilma V. Lazaro	29-Oct-14	Payroll of Job order (October 16-30, 2014)	14-10-756	100,894.09					LR#14-10-094 dated 10-29-14
Vilma V. Lazaro	4-Nov-14	Payroll of Job order (October 16-31, 2014)	14-11-784	27,435.00					LR#14-11-095 dated 11-04-14
Vilma V. Lazaro	4-Nov-14	Overtime payroll (October 16-31, 2014)	14-11-785	4,264.28					LR#14-11-096 dated 11-04-14
Vilma V. Lazaro	12-Nov-14	Regular payroll (November 1-15, 2014)	14-11-808	101,063.44					LR#14-11-099 dated 11-14-14

Certified Correct


ROBERTO S. VENERACION
 Sr. Corporate Account Analyst

Approved by:


Engr. ROGELIO L. MIGUEL
 General Manager

Verified by:

ARMANDO EJ VERON
 State Auditor IV
 Audit Team Leader

Date Submitted
