

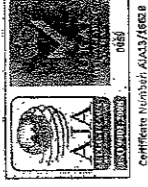


SUBIC BAY
METROPOLITAN AUTHORITY

SUBIC BAY METROPOLITAN AUTHORITY

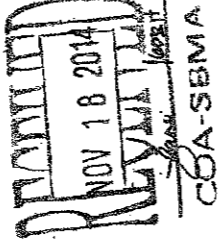
Bldg. 229, Waterfront Road, Subic Bay Freeport Zone, Philippines 2022

Tel (6347) 252-4045/4419 Fax (6347) 252-4858



November 17, 2014

ATTY. KIMMY ROSS M. LINO
OIC-Audit Team Leader
Commission on Audit
Subic Bay Metropolitan Authority
Subic Bay Freeport Zone



Subject : Submission of Report on Ageing of Cash Advance Liquidation

Dear Atty. Lino:

This is relevant to the Supplemental Guidelines on the Grant of the 2014 Performance-Base Bonus (PBB) wherein it is stated under Section 9.0 of the said Circular that the timeline for FY2014 Implementation is as follows:

“Agency concerned is required to submit Report on Ageing of Cash Advance Liquidation (with November 15, 2014 as cut-off) the deadline set forth of which is on or before December 1, 2014.”

In compliance therewith, we are forwarding the said report for your verification and submission to the Commission on Audit's Central Office.

Thank you.

Very truly yours,

ROBERTO V. GARCIA
Chairman & Administrator *gmv*

**Schedule of Advances to Officers and Employees
As of November 15, 2014**

Agency Name: Subic Bay Metropolitan Authority
Agency Code: _____

Book No: _____
Account Title: Advances to Officers & Emp. (Special Purpose)
Account Code: 1-01-002-002-134-001-000

| Name | Particulars | Reference (Check No. & Date) | Total Amount | Amount Due | | | | Remarks |
|---|--|---|--------------|-------------------|--------------|---------------|-------------|---------|
| | | | | Less than 30 days | 31 - 60 days | 61 - 365 days | Over 1 year | |
| A. Advances for Special Purposes | | | | | | | | |
| 1. Local Travel | | | | | | | | |
| ABUAN, MARIA CERINA | Travel allowance to attend & serve as information officer at the Subic Bay Booth during the North Philippine Tourism and Travel Expo 2014 on November 14-16, 2014 at SM Clark Freeport Zone, Angeles City, Pampanga. | 366292 - 11/13/14 | 1,440.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| CEREZO, LOIS JANELLE PANADO | Registration fee & travel allowance to attend on the 40th National Convention of the Philippine Institute of Civil Engineers on November 12-15, 2014 at Legazpi City, Albay. | 366243 - 11/04/14 | 5,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| DELA CRUZ, ANTONIO SAN AGUSTIN | Travel allowance to attend & serve as information officer at the Subic Bay Booth during the North Philippine Tourism and Travel Expo 2014 on November 14-16, 2014 at SM Clark Freeport Zone, Angeles City, Pampanga. | 366291 - 11/13/14 | 1,440.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| DULCERO, MARC ACE MIKHAIL DELA CRUZ | Registration fee & travel allowance to attend on the 40th National Convention of the Philippine Institute of Civil Engineers on November 12-15, 2014 at Legazpi City, Albay. | 366246 - 11/04/14 | 5,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| GURA, MICHAEL CALINGASAN | Registration fee & travel allowance to attend on the 40th National Convention of the Philippine Institute of Civil Engineers on November 12-15, 2014 at Legazpi City, Albay. | 366245 - 11/04/14 | 5,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| LAZARO, JUAN JR ARLEGA | Travel allowance to setup and dismantle Subic Bay booth at the North Phil. Tourism and Travel Expo 2014 during Ingress & Egress on November 13-14 & 16, 2014 at SM Clark Freeport Zone, Angeles City. | 366311 - 11/11/14 | 1,360.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MANUEL, DOMINADOR JR CRUZ | Registration fee & travel allowance to attend on the 40th National Convention of the Philippine Institute of Civil Engineers on November 12-15, 2014 at Legazpi City, Albay. | 366244 - 11/04/14 | 5,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MONTERO, MARLON EBANCULLA | Travel allowance to setup and dismantle Subic Bay booth at the North Phil. Tourism & Travel Expo 2014 during Ingress & Egress on November 13-14 & 16, 2014 at SM Clark Freeport Zone, Angeles City. | 366310 - 11/11/14 | 1,360.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| RAFANAN, ANTONIO GARCIA | Registration fee & travel allowance to attend on the 64th IECEP Annual National Convention 2014 at SMEX Aura Convention Center, Taguig City on November 19-22, 2014. | 366336 - 11/13/14 | 7,220.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2. Foreign Travel | | | | | | | | |
| KOVAL, AMETHYA DELA LLANA | Registration fee and subsistence allowance to attend on Marcus Evans "7th Annual City Development" to be held on November 19-21, 2014 in Singapore. | LA-14-10-022 & 14-11-006 - 10/17/14 & 11/07/14 | 171,079.35 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3. Special Activities/Projects | | | | | | | | |
| DELOS REYES, EMELINDA MONTON | Payment of snacks and lunch of SBMA Officials and Employees who will attend various training programs for the month of November 2014 at Office 3, SBECC. | 366275 - 11/06/14 | 63,460.20 | 0.00 | 0.00 | 0.00 | 0.00 | |

Rec'd by: *EM* 11/28/14
3:40 pm

Aminda 11/28

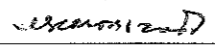
**Schedule of Advances to Officers and Employees
As of November 15, 2014**

Agency Name: Subic Bay Metropolitan Authority
Agency Code: _____


Book No: _____
Account Title: Advances to Officers & Emp. (Special Purpose)
Account Code: 1-01-002-002-134-001-000

| Name | Particulars | Reference (Check No. & Date) | Total Amount | Amount Due | | | | Remarks |
|--|--|------------------------------------|-------------------|-------------------|--------------|---------------|------------------|--|
| | | | | Less than 30 days | 31 - 60 days | 61 - 365 days | Over 1 year | |
| DELOS REYES, RAQUEL JUNIO | Participation to the North Philippines Tourism and Travel Expo on November 14-16, 2014 at SM City, Clark Freeport Zone, Angeles City, Pampanga. (Chargeable to ETAF) | 366312 - 11/11/14 | 36,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| LLANZA, EVELYN ELISA LOPEZ | Financial assistance for her medication - diagnosed with Cervical Carcinoma Stage IIB. Covered by Board Resolution No. 09-09-3276 issued on September 18, 2009 | 273085-09/16/10 | 41,287.80 | 0.00 | 0.00 | 0.00 | 41,287.80 | Sufficient efforts/actions were undertaken to be able to liquidate her cash advance. We also requested the PGH assistance where she underwent medication. However, PGH response regarding documentation was negative. Kindly refer to Enclosure (1). Thus, based on our letter to COA dated November 13, 2013, copy is provided as Enclosure (2), we are requesting the lifting of the COA's suspension. |
| B. Advances to Regular Disbursing Officer | | | | | | | | |
| 1. Payroll | | | | | | | | |
| 2. Seminar/Conferences | | | | | | | | |
| 3. Expenses | | | | | | | | |
| TOTALS: | | | 346,247.35 | - | - | - | 41,287.80 | |

Certified Correct: _____


EMILIA S. CANONIZADO
Manager, Accounting Department

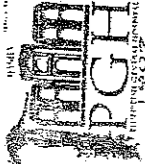
Approved by: _____


ROBERTO V. GARCIA
Chairman and Administrator

Verified by: _____

ATTY. KIMMY ROSS M. LINO
COA Resident Auditor

Note: This Report on Ageing of Cash Advances 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.



PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila

Accounting Services Division

Taft Avenue, Manila

PHIC-Accredited Health Care Provider
ISO 9001:2008 Certified

October 01, 2013

**Subic Bay Metropolitan Authority
Accounting Department**

Sir/Madam:

This is to certify that patient EVELYN ELISA L. LLANZA was admitted in PGH Charity Ward with series of confinements. Thus, we could not provide your requested billing statement since we do not have hospital bills/statement of account neither admitted in charity ward or outpay patients.

This certification is issued for whatever purpose it may serve.

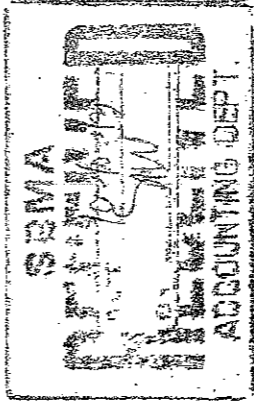
Thank you.

Very truly yours,

GOODICOM. YANZON
OIC-Billing Section

Noted by:

10/1/13
ELIZABETH M. CARDENAS
Chief, Accounting Services Division



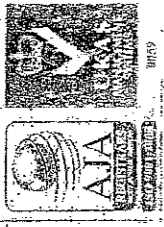
Goodicom 10/1/13



SUBIC BAY
METROPOLITAN AUTHORITY

**SUBIC BAY METROPOLITAN AUTHORITY
ACCOUNTING DEPARTMENT**

Rm. 214, Bldg. 229, Waterfront Road, Subic Bay Freeport Zone, Philippines 2222
Tel. (6347) 252-4045/4419 Fax. (6347) 252-4858



Certificate Number: AIA17/1628

11/13/13

November 13, 2013

Atty. EUMANDA P. TIONGSON *Eumanda P. Tiongson*
Audit Team Leader

Commission on Audit

Subic Bay Metropolitan Authority

Subic Bay Freeport Zone

Subic Bay, Olongapo City

**Subject: Notice of Suspension of Payment of Salary of accountable officers
for failure to liquidate outstanding cash advances of December
31, 2011**

Dear Atty. Tiongson:

This pertains to the subject Notice of Suspension wherein the retaining unresolved/unliquidated cash advance of P41,287.50 pertains to that of Ms. Evelyn Eliza L. Llanza, a former contract of service personnel.

We have undertaken sufficient actions to obtain billing statements and official receipts that were possibly issued by the Philippine General Hospital to Ms. Llanza when she underwent medication in 2010. However, the response of Accounting Services Division of the said hospital as per their letter dated October 1, 2013 is negative. A copy of the said letter is hereby attached.

In this regard, may we request for the lifting of the subject suspension considering that extra efforts were actually exerted, but we really ended-up with the factual impossibility of the full liquidation of Ms. Llanza's remaining cash advance.

We are hoping for your innermost consideration to this request.

Thank you.

Very truly yours,

Emilia S. Canonizado

EMILIA S. CANONIZADO
Department Manager

Noted by:

Roberto Y. Garcia

ROBERTO Y. GARCIA
Chairman and Administrator

RM

11/13/2013

11/27/14

To: Rollie

We are being required
to revise our CA
Report submitted to
COA. They are requiring
to include long
burden CA of
 Evelyn Lancee that we
work out at PGH.
We will amend that
We requested COA
to exclude that as
outstanding considering
that we already
made efforts regarding
said CA. Need
to provide a copy
of letter to them.

R.

pm