



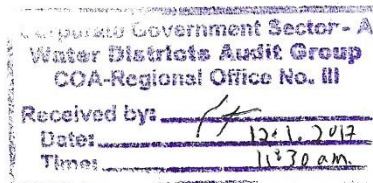
**GUIMBA WATER DISTRICT**

**GUIMBA, NUEVA ECIIJA**

**TELEPHONE NO. (044) 611-12-07**

**TELEFAX NO. (044) 611-01-41**

**TERESITA M. GEQUINTO**  
**OIC – Supervising Auditor**  
Commission on Audit  
Regional Office III  
San Fernando City, Pampanga



December 1, 2017

Madam:

We are transmitting herewith Summary Monthly Progress Report on the Settlement/Ageing of Cash Advances as of November 15, 2017 verified by State Auditor IV Armando EJ Veron (Audit Team Leader), pursuant to Local Water Utilities Administration and Department of Budget and Management Joint Memorandum Circular No. 2017-04-17 re: Guidelines on the Grant of Fiscal Year 2017 Performance Based Bonus of Local Water Districts issued pursuant to Executive No. 80 and Memorandum Circular No. 2017-1.

Thank you very much.

Very Truly Yours,

  
**Eng'r. Felixberto C. Legarda**  
**General Manager C**



**GUIMBA WATER DISTRICT**  
**Summary Monthly Progress Report on the Settlement of Cash Advances**  
**AS OF NOVEMBER 15, 2017**

**CASH ADVANCES MONITORED - CURRENT MONTH**

C u r r e n t   M o n t h								
Name of Accountable Officer	Position	Unliquidated Cash Advance Beginning Balance Last Month	Cash Advances Granted for the Month	Total Cash Advances Balances for the Month	Liquidations Made During The Month	Unliquidated Cash Advance Beginning Balance This Month	No. of Demand Letters Sent by the Accountant	Remarks
		Amount	Amount	Amount	Amount	Amount		
BEG. BALANCE		45,508.64	-	-	-	45,508.64		
Eng'r. Felixberto C. Legarda	General Manager	-	-	-	-	-		
Mark Angelo F. Sarmiento	Cashier	-	-	-	-	-		
<b>Total</b>		<b>45,508.64</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,508.64</b>		

Prepared by:

MARY GRACE D. BATANGAN  
 Division Manager C - Finance

Noted by:

ENG'R. FELIXBERTO C. LEGARDA  
 General Manager

Verified by:

ARMANDO EJ. VERON  
 State Auditor IV  
 Audit Team Leader





**GUIMBA WATER DISTRICT**  
**Monthly Progress Report on the Settlement of Cash Advances**  
**Per Accountable Officer**  
**AS OF NOVEMBER 15, 2017**

**CASH ADVANCES MONITORED - CURRENT MONTH**

C u r r e n t   M o n t h																							
Name of AO	Unliquidated Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month							Unliquidated Cash Advance Ending Balance			Remarks	
	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Reference	Amount		
		AUDIT REPORT 2011		39,045.22						AUDIT REPORT 2011	39,045.22										AUDIT REPORT 2011	39,045.22	
				6,463.42							6,463.42											6,463.42	
Total				45,508.64				-			45,508.64	-	-					-				45,508.64	-

Prepared by:

*Mary Grace D. Batangan*  
**MARY GRACE D. BATANGAN**  
 Division Manager C - Finance

Noted by:

*Eng'r. Felixberto C. Legarda*  
**ENG'R. FELIXBERTO C. LEGARDA**  
 General Manager

Verified by:

*Armando E. Veron*  
**ARMANDO E. VERON**  
 State Auditor IV

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GUIMBA WATER DISTRICT  
Monthly Progress Report on the Settlement of Cash Advances  
Per Accountable Officer  
AS OF NOVEMBER 15, 2017

CASH ADVANCES MONITORED - CURRENT MONTH

C u r r e n t   M o n t h																					
Name of AO	Unliquidated Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month							Unliquidated Cash Advance Ending Balance		
												Details of Liquidation			Details of Refund			Total Amount			
	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Amount	Date Liquidated	Reference	Amount	OR No.	OR Date	Amount		Date Granted	Reference	Amount
Mark Angelo F. Sarmiento																					
Total																					

Prepared by:

MARY GRACE D. BATANGSAN  
Division Manager C - Finance

Noted by:

ENG'R. FELIXBERTO C. LEGARDA  
General Manager

Verified by:

ARMANDO EJ. VERON 2/19  
State Auditor IV  
Audit Team Leader





GUIMBA WATER DISTRICT  
Monthly Progress Report on the Settlement of Cash Advances  
Per Accountable Officer  
AS OF NOVEMBER 15, 2017

CASH ADVANCES MONITORED - CURRENT MONTH

C u r r e n t   M o n t h																						
Name of AO	Unliquidated Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month							Unliquidated Cash Advance Ending Balance			Remarks
	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Reference	Amount	
												Date Liquidated	Reference	Amount	OR No.	OR Date	Amount					
ENG'R. FELIXBERTO C. LEGARDA																						
Total																						

Prepared by:

MARY GRACE D. BATANGAN  
Division Manager C - Finance

Noted by:

ENG'R. FELIXBERTO C. LEGARDA  
General Manager

Verified by:

ARMANDO EJ. VERON  
State Auditor IV  
Audit Team Leader