

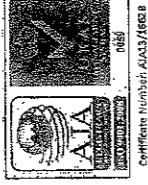


SUBIC BAY  
METROPOLITAN AUTHORITY

**SUBIC BAY METROPOLITAN AUTHORITY**

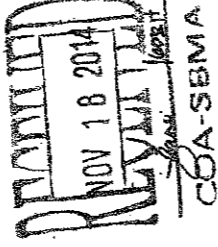
Bldg. 229, Waterfront Road, Subic Bay Freeport Zone, Philippines 2022

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 *gwg*

**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<br>(Check No. &<br>Date)                      | Total Amount | Amount Due        |              |               |             | Remarks |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------|-------------------|--------------|---------------|-------------|---------|
|                                         |                                                                                                                                                                                                                      |                                                         |              | 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>                  |                                                                                                                                                                                                                      |                                                         |              |                   |              |               |             |         |
| 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        |         |
| <b>2. Foreign Travel</b>                |                                                                                                                                                                                                                      |                                                         |              |                   |              |               |             |         |
| 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 &<br>14-11-006 -<br>10/17/14 &<br>11/07/14 | 171,079.35   | 0.00              | 0.00         | 0.00          | 0.00        |         |
| <b>3. Special Activities/Projects</b>   |                                                                                                                                                                                                                      |                                                         |              |                   |              |               |             |         |
| 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*

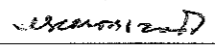
**Schedule of Advances to Officers and Employees  
As of November 15, 2014**

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<br>(Check No. &<br>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>B. Advances to Regular Disbursing Officer</b> |                                                                                                                                                                      |                                    |                   |                   |              |               |                  |                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1. Payroll                                       |                                                                                                                                                                      |                                    |                   |                   |              |               |                  |                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. Seminar/Conferences                           |                                                                                                                                                                      |                                    |                   |                   |              |               |                  |                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3. Expenses                                      |                                                                                                                                                                      |                                    |                   |                   |              |               |                  |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>TOTALS:</b>                                   |                                                                                                                                                                      |                                    | <b>346,247.35</b> | <b>-</b>          | <b>-</b>     | <b>-</b>      | <b>41,287.80</b> |                                                                                                                                                                                                                                                                                                                                                                                                          |

Certified Correct: \_\_\_\_\_

  
EMILIA S. CANONIZADO  
Manager, Accounting Department

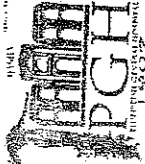
Approved by: \_\_\_\_\_

  
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.

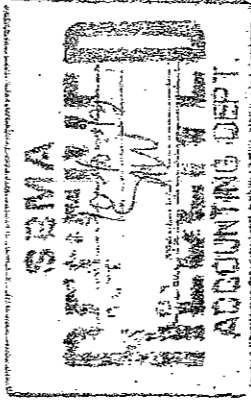
Thank you.

Very truly yours,

**GOODICOM. YANZON**  
OIC-Billing Section

Noted by:

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

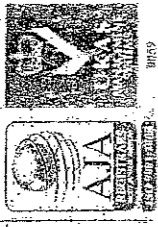


*Goodicom 10/1/13*



**SUBIC BAY METROPOLITAN AUTHORITY**  
**ACCOUNTING DEPARTMENT**

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



**SUBIC BAY**  
METROPOLITAN AUTHORITY

Certificate Number: A/013/10528

10/13/11 - 0541

November 13, 2013

**Atty. 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

10/13/2013  
10/13/2013  
10/13/2013

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  
onstandby considering  
that we already  
made efforts regarding  
said CA. Need  
to provide a copy  
of letter to them.  
R.  
jw