

**Hermosa Water District  
Province of Batan**

List of Officials and Employees With Outstanding Cash Advances of P50,000.00 and Above Aged 30 Days or Over or Over from Due Date of Liquidation per COA Circular No. 97-002 and Status of Submission of Required Documents per COA Memorandum No. 2004-014  
For Quarter ending November 15, 2025

No.	Name	Designation	Amount	Date of Cash Advance	Purpose of Cash Advances	Status of Submission of Following Documents (Pls. Check)					
						Statement of Cash Advance/ Liquidation	Demand Letter	Certified Copy of Voucher	Certified Copy of Paid Check	Narrative Report	Remarks
1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Prepared by:

  
Almira D. Cruz  
Corporate Budget Specialist A

Noted by:

  
Engr. Gideon S. De Leon  
General Manager

Verified by:

Ms. Josephine E. Santos  
Audit Team Leader- Water Districts Audit Group ( COA )





**Hermosa Water District**  
**Province of Batangas**  
**REPORT ON AGEING OF CASH ADVANCE**  
**Schedule of Advances of Officers and Employees**  
*As of November 15, 2025*

No.	Name/ Designation	Purpose of Cash Advances	Date of Cash Advance	Check Number	Total Amount	Less Than 30 days	31-60 Days	61-365 Days	Over 1 Year	Remarks
1	Elizabeth Ann S. Yandoc	Cash advance for purchase of Office supplies.	January 16, 2025	697400	25,000.00	25,000.00	-	-	-	Liquidated
2	Engr. Gideon S. De Leon	Cash Advance used in registration of service vehicle- Nissan Navara.	February 04, 2025	697434	3,000.00	3,000.00	-	-	-	Liquidated
3	Engr. Gideon S. De Leon	Cash advance for 46th PAWD National Convention on Feb. 26-28, 2025 at SMX Convention Center in Bacolod City.	February 20, 2025	697465	80,000.00	80,000.00	-	-	-	Liquidated
4	Engr. Gideon S. De Leon	Cash advance for HWD Summer Outing 2025.	March 18, 2025	697522	150,000.00	150,000.00	-	-	-	Liquidated
5	Engr. Gideon S. De Leon	Cash advance for hosting BATAWD meeting on April 24, 2025.	April 24, 2025	697601	30,000.00	30,000.00	-	-	-	Liquidated
6	Engr. Gideon S. De Leon	Cash advance for 2025 HWD Team Building.	May 16, 2025	697651	150,000.00	150,000.00	-	-	-	Liquidated
7	Engr. Gideon S. De Leon	Cash Advance for 2025 Philippine Arbor Day for its Annual Tree Planting, Activity with the Municipality of Hermosa on June 19, 2025.	June 18, 2025	697709	55,000.00	55,000.00	-	-	-	Liquidated
8	Engr. Gideon S. De Leon	Cash advance for 19th WEAP National Annual Convention from July 1-3, 2025 at Lahug, Cebu, City.	June 25, 2025	697723	100,000.00	100,000.00	-	-	-	Liquidated
9	Elizabeth Ann S. Yandoc	Cash advance for purchase of office supplies.	July 01, 2025	697743	30,000.00	30,000.00	-	-	-	Liquidated

10	Moises G. Santos	Cash advance used in registration of service vehicle- L300 Y01425 and L300 B9U212.	July 14, 2025	697768	6,000.00	6,000.00	-	-	-	Liquidated
11	Engr. Gideon S. De Leon	Cash advance in attending 6th PAWD Convergence on August 12-14, 2025 at Sorsogon Convention Center.	August 07, 2025	697814	100,000.00	100,000.00	-	-	-	Liquidated
12	Mary Ann V. Flores	Cash advance for the registration fees on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) on September 29-30, 2025 at The Plaza Hotel, City of Balanga, Bataan.	September 25, 2025	697906	11,000.00	11,000.00	-	-	-	Liquidated
13	Moises G. Santos	Cash advance used in registration of service vehicle- KIA SIR 239.	October 02, 2025	697918	4,000.00	4,000.00	-	-	-	Liquidated
14	Mary Ann V. Flores	Cash advance for seminar fees (live-out) of employees attending on 2025 RAACS on November 18-19, 2025 at Plaza Hotel, Balanga City, Bataan.	November 14, 2025	698006	30,000.00	30,000.00	-	-	-	Liquidated
					774,000.00	774,000.00				

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