



ORION WATER DISTRICT

November 21, 2025

Ms. JANET D. CAPARAS
OIC-Supervising Auditor
Water Districts Audit Group
Commission on Audit
Regional Government Center, Maimpis,
San Fernando City, Pampanga 2000

Corporate Government Sector
Water Districts Audit Group
COA-Regional Office No. III
Received by: <i>[Signature]</i>
Date: <i>11/24/2025</i>
Time:

Dear Madam:

Greetings!

We hereby submit ORIWAD's Report on Ageing of Cash Advance and Cash Advance Report with outstanding balance of fifty thousand pesos (P50,000) and above as of November 15, 2025, for your appropriate action.

Kindly acknowledge receipt.

Thank you and our best regards.

Very truly yours,

[Signature]
CRISPIN Q. TRIA
General Manager

Lati, Orion, Bataan

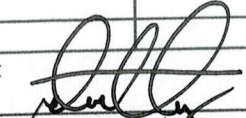
TelFax# (047) 240-4335; e-mail orionwaterdistrict@yahoo.com; website: orionwaterdistrict.gov.ph

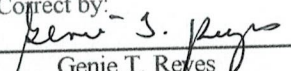
Report on Ageing of Cash Advances
Ageing of Advances to Officers and Employees
As of November 15, 2025

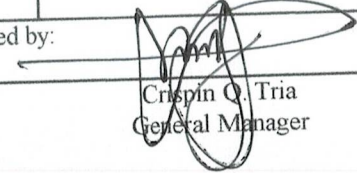
Book No:
Account Title:

Agency Name: ORION WATER DISTRICT
Agency Code:

Name	Date of CA Granted	Particulars	Reference	Total Amount	Amount due				Remarks (State date of liquidation and reason why if liquidated after the cut-off date)
					less than 30 days	31 -60 days	61 -365 days	over 1 year	
NONE									
TOTALS				-	-	-	-		

Prepared by: 
 Edrilen M. Trajano
 Acting Bookkeeper

Certified Correct by: 
 Genie T. Reyes
 Corporate Budget Specialist A

Approved by: 
 Crispin O. Tria
 General Manager

Verified by:

 MIRASOL F. FLORENDO
 State Auditor III
 OIC-Audit Team Leader
 Commission on Audit
 Regional Office No. III

Date Submitted:

 November 21, 2025

Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall report to the IATF of the Agency's Compliance with the Ageing of Cash Advances Good Governan condition upon their receipt of the report.



ORION WATER DISTRICT


REPORT ON AGEING OF CASH ADVANCE Schedule of Advances to Officers and Employees As of November 15, 2025

No.	Name/Designation	Purpose of Cash Advance	Date of Cash Advance	Check Number	Total Amount	Less than 30 Days	31 - 60 days	61 - 365 days	Over 1 year	Remarks
1	Cash Advance for Local Travel	NONE	n/a	n/a	-	-	-	-	-	
2	Cash Advance for Foreign Travel	NONE	n/a	n/a	-	-	-	-	-	
3	Cash Advance for Special Purpose	NONE	n/a	n/a	-	-	-	-	-	

Certified Correct:


Genie T. Reyes
Corporate Budget Specialist A

Noted by:


Cristina Q. Iria
General Manager


Verified by:

**Orion Water District
Province of Bataan**


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
As of November 15, 2025

No.	Name	Designation	Amount	Date of Cash Advance	Purpose of Cash Advances	Status of Submission of Following Documents (Pls. Check)						
								Certified				
						Statement of		Certified	Copy of			
						Cash Advance/	Demand	Copy of	Paid	Narrative		
Liquidation	Letter	Voucher	Check	Report	Remarks							
1	NONE											
2												
3												

Certified Correct:


Genie T. Reyes
Corporate Budget Specialist A

Noted by:


Crispin Q. Iria
General Manager

Verified by:

-  Inbox
-  Sent
-  Drafts
-  Trash
-  Spam
-  Folders
- ...

← Back



Contacts

More ▾

☑ Inbox

Re: Report on ageing of cash advances as of Nov. 15, 2025



Mirasol Florendo

To: me, Cc: Gemluck, and 1 other · Thu, Nov 27 at 1:45 PM ▾

Good afternoon.

Acknowledging receipt of your email on November 24, 2025.

Thank you.

—
MIRASOL F. FLORENDO

State Auditor III/OIC-Audit Team Leader
Team R3-04, CGSA-Water Districts Audit Group
COA Regional Office No. III

On Mon, Nov 24, 2025 at 8:42 AM Orion Water District <orionwaterdistrict@yahoo.com> wrote:

Greetings!
Here is our report on ageing of cash advances as of Nov. 15, 2025.
Please see the attached files.

Thank you!!

Reply ↩

Reply all ↶

Forward ↗

