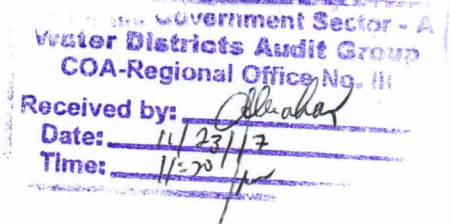




# ORION WATER DISTRICT

November 23, 2017

Ms. Teresita M. Gequinto  
OIC- Supervising Auditor  
Water Districts Audit Group  
Commission on Audit  
Regional Government Center, Maimpis,  
San Fernando City, Pampanga 2000



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, 2017 for your appropriate action.

Kindly acknowledge receipt.

Thank you and our best regards.

Respectfully yours,

DAPHNE N. CAJAYON  
General Manager

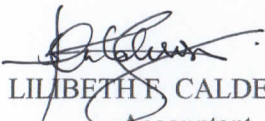
**ORION WATER DISTRICT****Province of Bataan**

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

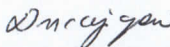
As of November 15, 2017

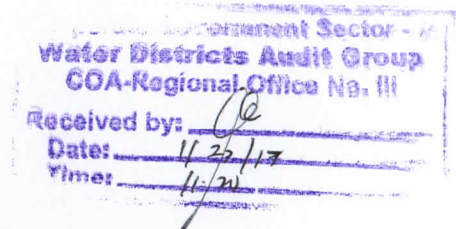
| No. | Name | Designation | Amount | Date of Cash Advance | Purpose of Cash Advances | Status of Submission of Following Documents (Pls. Check) |                  |                    |               |                     |         |
|-----|------|-------------|--------|----------------------|--------------------------|--|------------------|--------------------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

Certified Correct:

  
LILIBETH F. CALDERON  
Accountant

Approved by:

  
DAPHNE N. CAJAYON  
General Manager





## ORION WATER DISTRICT

### REPORT ON AGEING OF CASH ADVANCE

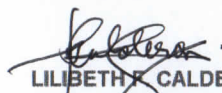
Schedule of Advances to Officers and Employees  
As of November 15, 2017

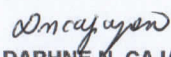
| No. | Name/Designation                 | Purpose of Cash Advance | Date of Cash Advance | Check# | Total Amount | Less than 30 Days | 31 - 60 days | 61 - 365 days | Over 1 year | Remarks |
|-----|----------------------------------|-------------------------|----------------------|--------|--------------|-------------------|--------------|---------------|-------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

CERTIFIED CORRECT:

APPROVED BY:

VERIFIED BY:

  
**LILIBETH R. CALDERON**  
Acting Bookkeeper

  
**DAPHNE N. CAJAYON**  
General Manager

**JOSEPHINE E. SANTOS**  
State Auditor III

Government of  
Water Districts Audit Group  
COA-Regional Office No. III

Received by: 

Date: 11/23/17

11/23/17