



CAGAYAN DE ORO CITY WATER DISTRICT  
FINANCE DEPARTMENT  
Accounting Division

Working Paper on Liquidation of Advances to officers & Employees(DEC. 2021)

SL No.	Officer /Employee	Purpose	CV/DV No.	Date	Amount	LIQUIDATION			Due to Off&Emp.Ac ct.239/42	OR. No.	Date	Acct. No.	Acct.Title
						Liquidated Amt.	Due To COWD	Amount Retrnd.					
<b>ADVANCES FOR OFFICERES AND EMPLOYEES</b>													
134-20001	BATAR, BIENVENIDO V., JR.	To payment for PER DIEM (2,700.00), GAS ALLOW (3,000.00) & REG Fee (1,000.00) of Engr. B. BATAR to attend MAWD 4th quarter meeting on December 2, 2021 at Rue Mango Apartelle & Suites, 516 Manga St., Juna Subdivision,Matina,Davao City	DV#21-11-05-184	11/26/2021	6,700.00	5,450.27	1,249.73	1,249.73		4319382	12/23/2021	76601	Travel- Employees Official Business
134-28005	SIMBA, ROLAND N.	To payment for PER DIEM (2,700.00) of Mr. R. SIMBA to Conduct GM Batar for MAWD 4th quarter meeting on December 2, 2021 at Rue Mango Apartelle & Suites, 516 Manga St., Juna Subdivision,Matina,Davao City	DV#21-11-05-185	11/26/2021	2,700.00	2,700.00						76601	Travel- Employees Official Business
SUB Total					9,400.00	8,150.27	1,249.73	1,249.73					
<b>ADVANCES FOR PAYROLL</b>													
137-31002	VASALLO, MA. EVELYN	TO PAYMENT FOR OVERTIME PAY OF C. BONGCAYAO,E. OCCENA & S. ZAFRA-PROD (APRIL-MAY 2021)	DV#21-11-05-056	11/9/2021	19,334.48	19,334.48						74908	OVERTIME PAY PROD
		TO PAYMENT FOR SALARY OF (1) COWD JOB ORDER EMPLOYEE W/O ATM FROM NOVEMBER 16 - DECEMBER 10, 2021	DV#21-12-05-071	12/15/2021	7,561.00	7,561.00						70631	PAYROLL JO CLEARING
		TO PAYMENT FOR SALARY OF (1) COWD JOB ORDER EMPLOYEE W/O ATM FROM DECEMBER 11 - 24, 2021	DV#21-12-05-193	12/29/2021	3,772.50	3,772.50						70631	PAYROLL JO CLEARING
		TO PAYMENT FOR REMAINING 20% PREMIUM 2021 (YEAR-END BONUS/13TH MONTH PAY 2021) OF MS. MAY ROA-JOB ORDER EMPL	DV#21-12-05-196	12/29/2021	2,464.70	2,464.70						71406	13TH MONTH PAY COMD
		TO PAYMENT FOR YEAR-END BONUS/13TH MONTH PAY,CASH GIFT 2021,C.N.A. 2020 & WITHHOLDING TAX OF RETIRED/RESIGNED (REG & CAS) EMPLOYEES	DV#21-12-05-117	12/22/2021	209,144.33	209,144.33						48101	RETAINED EARNINGS-UNAPPROPRIATED
SUB Total					242,277.01	242,277.01							
<b>ADVANCES FOR OPERATING EXPENSE</b>													
139-31002	VASALLO, MA. EVELYN	(C.O.D.) PAYMENT FOR 6BXS CARBON FILM, PE, BLACK SIZE 216MM X 330MM FOR CONSTRUCTION DIVISION OFFICE USE AT COWD SHOP,KAUSWAGAN,CDOC	DV#21-11-05-092	11/15/2021	2,142.22		2,142.22	2,142.22		OR#4319229	12/20/2021		Returned Cash Advance
		(C.O.D.) PAYMENT FOR 1PC EXTERNAL HARD DRIVE 1TB, 2.5" HDD (NEW) FOR CONSTRUCTION DIVISION,ENGINEERING DEPT. USE AT COWD SHOP KAUSWAGAN,CDO	DV#21-12-05-046	12/9/2021	2,854.75	2,854.75							Cancelled per JV#12-30A-21 for the reason that the DBM Procurement will no longer allow the release of stocks/office supplies effective Dec. 16, 2021 due to DBM Year-end inventory.
		(C.O.D.) PAYMENT FOR 6BXS CARBON FILM, PE, BLACK SIZE 216MM X 330MM FOR CONSTRUCTION DIVISION OFFICE USE AT COWD SHOP,KAUSWAGAN,CDOC	DV#21-11-05-092	11/15/2021	1,347.36	1,347.36						75107	OFFICE SUPPLIES EXPENSE

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						Liquidated Amt.	Due To COWD	Amount Retrnd.					
		CASH ADVANCE FOR THE EXPENSES TO BE INCURRED (CONTINGENCIES) FOR THE TRAINING FOR COWD EMPLOYEES W/THEME "ORIENTATION ON NRW MANAGEMENT STRATEGIES & HR POLICY UPDATES" ON DECEMBER 1-3, 2021 AT GRAND CAPRICE	DV#21-11-05-187	11/26/2021	2,825.00	2,825.00	757.25	757.25		OR#4318841	12/7/2021	76702	Training-Employees Seminar/Conference
		CASH ADVANCE TO DEFRAY EXPENSES TO BE INCURRED FOR THE COWD REGULAR BOARD MEETING WITH MANAGEMENT ON DECEMBER 6, 2021	DV#21-12-05-020	12/3/2021	5,000.00	3,750.00	1,250.00	1,250.00		OR#4318836	12/7/2021	98931	MEALS-BOD MEETINGS OBOD
		CASH ADVANCE FOR THE EXPENSES TO BE INCURRED FOR THE PARTNERSHIP W/COCPO FOR NTF-ELCAC CARAVAN HELD AT BRGY. SAN SIMON ON DECEMBER 16, 2021	DV#21-12-05-058	12/13/2021	5,500.00	5,500.00						98935	Corp. Social Reponsibility
		CASH ADVANCE FOR THE EXPENSES TO BE INCURRED FOR THE ANNUAL MEDIA GIFT GIVING ACTIVITY2021 ON DECEMBER 14-16, 2021	DV#21-12-05-055	12/10/2021	50,000.00	49,996.25	3.75	3.75		OR#4319464	12/27/2021	77803	AD-PROMOTIONS & ADVERTISING MGMT
		CASH ADVANCE TO DEFRAY EXPENSES FOR THE CONDUCT OF DEPARTMENTAL MEETING (VEHICLE & EQUIPMENT SECTION) 2021 & TEAM BUILDING ON DECEMBER 17, 2021	DV#21-12-05-066	12/14/2021	8,000.00	8,000.00						98904	MEAL DEPT. MEETING ADMD
		CASH ADVANCE TO DEFRAY EXPENSES FOR THE DEPARTMENT MEETING (MEALS & CONTINGENCY) OF COMMERCIAL DEPARTMENT ON DECEMBER 22, 2021	DV#21-12-05-114	12/21/2021	80,000.00	73,836.00	6,164.00	6,164.00		OR#4320367	12/28/2021	98906	MEAL DEPT. MEETING COMD
		CASH ADVANCE TO DEFRAY EXPENSES FOR THE DEPARTMENT MEETING (OPERATIONS,ELECTRO- MECHANICAL & QUALITY CONTROL DIVISIONS) OF PRODUCTION DEPARTMENT ON DECEMBER 29, 2021 AT MACASANDIG BOOSTER SUB-STATION	DV#21-12-05-172	12/28/2021	15,000.00	15,000.00						98908	MEAL DEPT. MEETING PROD
		CASH ADVANCE FOR THE 4TH QUARTER DEPARTMENT MEETING & REVIEW OF 2021 ACCOMPLISHMENTS OF MANAGEMENT SERVICES DEPARTMENT ON DECEMBER 16, 2021	DV#21-12-05-056	12/13/2021	10,000.00	9,632.00	400.00	400.00		OR#4319428	12/27/2021	98903	MEAL DEPT. MEETING MGMT/32.00 excess of refunded amount per OR#4320493 (Should be 358.00, refunded 400.00); Charged to Miscellaneous Income.
		CASH ADVANCE TO DEFRAY EXPENSES FOR THE CONDUCT OF YEAR-END DEPARTMENTAL MEETING 2021/TEAM BUILDING OF MAINTENANCE DEPT. ON DECEMBER 18, 2021	DV#21-12-05-064	12/13/2021	63,000.00	63,000.00						98909	MEAL DEPT. MEETING NRWD
		CASH ADVANCE TO DEFRAY EXPENSES FOR THE DEPARTMENT MEETING MEALS 2021 AND TEAM BUILDING OF FINANCE DEPARTMENT ON DECEMBER 11 & 18, 2021	DV#21-12-05-051	12/10/2021	30,000.00	30,000.00						98905	MEAL DEPT. MEETING FIND
		CASH ADVANCE TO DEFRAY EXPENSES TO BE USED FOR THE CHRISTMAS DECOR FOR THE LOBBY OF ALL COWD OFFICES	DV#21-12-05-101	12/20/2021	30,000.00	24,191.95	5,808.05	5,808.05		OR#4320421	12/29/2021	98914	OTHER SIMILAR EXPENSES ADMD
		CASH ADVANCE FOR THE EXPENSES TO BE INCURRED FOR THE PREPARATORY ACTIVITIES FOR 2021COWD CHRISTMAS THANKSGIVING PARTY ON DECEMBER 21, 2020	DV#21-12-05-057	12/13/2021	85,800.00	84,570.78	1,229.22	1,229.22		OR#4320493	12/31/2021	98914	OTHER SIMILAR EXPENSES ADMD
		SUB Total			391,469.33	373,746.84	17,754.49	17,754.49					
		<b>TOTAL</b>			<b>643,146.34</b>	<b>624,174.12</b>	<b>19,004.22</b>	<b>19,004.22</b>					