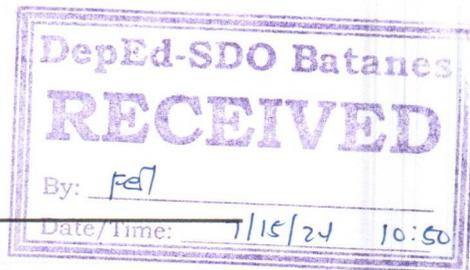




Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES



Cash Advance Request Form

1. Request for Information:

Employee/Requestor Name: MARY JOY Y. BALDOMAR
Position: SCHOOL PRINCIPAL
Name of School/Division/Unit: ITBUD INTEGRATED SCHOOL **Date of Request:** July 9, 2024
Purpose of Cash Advance: _____

2. Details of Cash Advance:

Amount Requested (in currency): P44,500.00 **Month/Date Needed:** July 2024

Mode of Payment:

Cash _____ MDS Check _____
 LDDAP ADA _____ Other (Specify): _____

Account Information (For Bank Transfer):

Bank Name: LAND BANK OF THE PHILIPPINES **Account Holder's Name:** ITBUD INTEGRATED SCHOOL

Account Number: 1082-1044-92 **Branch (if applicable):** BASCO BRANCH

Acknowledgment of Terms and Conditions:

I, the undersigned, acknowledge that the cash advance is being requested for legitimate expenses related to my role within the Department of Education, Schools Division of Batanes, (Name of School/Division/Section/Unit) ITBUD INTEGRATED SCHOOL, I understand that:

- A cash advance shall be reported on and liquidated as soon as the purpose for which it was given has been served.
- Any unspent funds must be returned in full by [Due Date] _____ to the SDO Cashier's Office.
- Receipts and a detailed expense report must be submitted and liquidated to the accounting within 30 calendar days of the return of the employee to his/her Official Station for traveling expenses and for MOOE or other funds within 30 calendar days after completion of the activities or projects.
- Failure on your part to comply herewith shall constitute a ground for withholding of the payment of any money due to you (i.e. salaries and benefits) as prescribed by COA Circular No. 97-002, dated February 10, 1997, and a "prima facie" presumption under Article 217 of the Revised Penal Code that you have MALVERSED the funds for your personal use and benefit

Requestor's Signature: *Mary Joy Y. Baldomar* **Date:** _____

Approval:

Approved By: ALFREDO B. GUMARU JR. EdD. CESO V **Date:** _____
 Schools Division Superintendent

Approved: _____ **Mode of Payment Approved:** _____ **Amount**
 ADA/CHECK/CASH/Others) _____ (LDDAP)



Address: Basco, Batanes, 3900
 Contact No.: 09603974200
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://batanes.deped.gov.ph>



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CERTIFICATION

This is to CERTIFY that the previous cash advances granted to (name of the Employee)
MARY JOY Y. BALDOMAR, School Principal the indicated in the Payroll/DV No. MOOE-2024-
_____ have been:

- a. 100% or at least 75% utilized and liquidated;
- b. Properly accounted for in the books of accounts of SDO Batanes with LR
No. _____ dated _____ and _____ JEV
No. _____ dated _____;
- c. Liquidated within the prescribed period as provided under COA Circular No. 97-002 dated February 10, 1997, restating with amendments.

Thus, he/she is eligible to receive another cash advance.

This certification is being issued in support for the disbursement of his/her cash advances.

LESLIE JOY S. MERINA
ADAS in Charge of Liquidation Report

NATHALIE-JOYCE C. BALLE
Admin. Assistant III / OIC



🏠 Address: Basco, Batanes, 3900
📞 Contact No.: 09603974200
✉ Email Address: batanes@deped.gov.ph
📘 Facebook: facebook.com/deped.batanes
🌐 Website: <https://batanes.deped.gov.ph>