

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
**STATUS OF UNLIQUIDATED CASH ADVANCES**  
**AS OF DECEMBER 31, 2025**

No.	Account Used	Name of Accountable Officer (AO)/Employee	Purpose	Date	Unliquidated Amount	Due Date for Liquidation	Age of Receivable	Status of AO/Employee*	Availability of Documents		Action Taken**		Status of Request for Write Off and/or Narrative Report (NR)	Amount Written Off/Subject of NB	Remarks
									with	without	Agency Officials	Auditor			
									(v)	(v)					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1	Petty Cash Fund	Pacete, John V.	For emergency/miscellaneous expenses of the Property Management Team of Bataan Technology Park	04-Jun-25	1,085.00	15-Dec-25	16 days	Still connected with the Agency	✓		Not requested for write-off	Verified. No narrative report since already liquidated in January 2026	N/A	N/A	Amount granted 50,000.00 Amount Liquidated under JV No. 061230 dated 12/26/25 48,915.00 <b>Balance</b> (Refunded on 01/08/26) 1,085.00
2	Advances to Officers and Employees	Kalalo, Gisela Z.	Cash Advance: Daily Subsistence Allowance in view of the official travel to New York and Washington D.C., USA on 04-17 Nov 2025	03-Nov-25	287,823.89	18-Jan-26	-0-	Still connected with the Agency	✓		Not requested for write-off	Verified. Preparation of Narrative Report is not applicable since the cash advances are neither dormant nor due for liquidation as of December 31, 2025.	N/A	N/A	
3	Advances to Officers and Employees	Kalalo, Gisela Z.	Cash Advance: Pre Departure Allowance in view of the official travel to New York and Washington D.C., USA on 04-17 Nov 2025	03-Nov-25	3,500.00	18-Jan-26	-0-	Still connected with the Agency	✓		N/A		N/A		
4	Advances to Officers and Employees	Paulino, Rolen C.	Cash Advance: Daily Subsistence Allowance in view of the official travel to Barcelona, Spain on 03-09 Nov 2025	30-Oct-25	1,536.66	10-Jan-26	-0-	Still connected with the Agency	✓		N/A		N/A	Amount granted 113,982.55 Amount Liquidated under JV No. 055773 dated 11/18/25 112,445.89 <b>Balance</b> 1,536.66	
5	Advances to Officers and Employees	Ponce De Leon, Anthony Marvin G.	Cash Advance: Daily Subsistence Allowance in view of the official travel to Barcelona, Spain on 02-09 Nov 2025	30-Oct-25	2,172.94	10-Jan-26	-0-	Still connected with the Agency	✓		N/A		N/A	Amount granted 140,250.14 Amount Liquidated under JV No. 056776 dated 11/24/25 138,077.20 <b>Balance</b> 2,172.94	
6	Advances to Officers and Employees	Abella, Benjamin III	Cash Advance: Daily Subsistence Allowance in view of the official travel to Barcelona, Spain on 02-09 Nov 2025	29-Oct-25	2,174.94	09-Jan-26	-0-	Still connected with the Agency	✓		N/A		N/A	Amount granted 140,379.30 Amount Liquidated under JV No. 060911 dated 12/26/25 138,204.36 <b>Balance</b> 2,174.94	
7	Advances to Officers and Employees	Alvarez, Virgil	Cash Advance: Daily Subsistence Allowance in view of the official travel to Barcelona, Spain on 02-09 Nov 2025	29-Oct-25	2,174.94	09-Jan-26	-0-	Still connected with the Agency	✓		N/A		N/A	Amount granted 140,379.30 Amount Liquidated under JV No. 060763 dated 12/26/25 138,204.36 <b>Balance</b> 2,174.94	
8	Advances to Officers and Employees	Garcia, Darryl F.	Cash Advance: Pre Departure Allowance in view of the official travel to Riyadh, Saudi and Tokyo, Japan on 25 Nov to 04 Dec 2025	24-Nov-25	3,500.00	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
9	Advances to Officers and Employees	Garcia, Darryl F.	Cash Advance: Daily Subsistence Allowance in view of the official travel to Riyadh, Saudi and Tokyo, Japan on 25 Nov to 04 Dec 2025	24-Nov-25	156,374.19	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
10	Advances to Officers and Employees	Garcia, Darryl F.	Cash Advance: Clothing Allowance in view of the official travel to Riyadh, Saudi and Tokyo, Japan on 25 Nov to 02 Dec 2025	24-Nov-25	11,795.40	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
11	Advances to Officers and Employees	Palo, Bernadette R.	Cash Advance: Pre Departure Allowance in view of the official travel to Tokyo, Japan on 27 Nov to 04 Dec 2025	25-Nov-25	3,500.00	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
12	Advances to Officers and Employees	Palo, Bernadette R.	Cash Advance: Daily Subsistence Allowance in view of the official travel to Tokyo, Japan on 27 Nov to 04 Dec 2025	25-Nov-25	113,235.84	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
13	Advances to Officers and Employees	Palo, Bernadette R.	Cash Advance: Clothing Allowance in view of the official travel to Tokyo, Japan on 27 Nov to 04 Dec 2025	25-Nov-25	11,795.40	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A		
14	Advances to Officers and Employees	Torres, Mark F.	Cash Advance: Daily Subsistence Allowance in view of the official travel to Tokyo, Japan on 30 Nov to 04 Dec 2025	25-Nov-25	795.21	03-Feb-26	-0-	Still connected with the Agency	✓		N/A		N/A	Amount granted 62,751.53 Amount Liquidated under JV No. 060423 dated 12/23/25 61,956.32 <b>Balance</b> 795.21	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	Availability of Documents		Action Taken**		Status of Request for Write Off and/or Narrative Report (NR)	Amount Written Off/Subject of NB (15)	Remarks (16)
									with	without	Agency Officials (12)	Auditor (13)			
									(v)	(v)					
15	Advances to Officers and Employees	Cadiang, Psalm Erickson	Cash Advance: Daily Subsistence Allowance in view of the official travel to Tokyo, Japan on 30 Nov to 04 Dec 2025	27-Nov-25	674.91	03-Feb-26	-0-	Still connected with the Agency	✓	(11)	Not requested for write-off	Verified. Preparation of Narrative Report is not applicable since the cash advances are neither dormant nor due for liquidation as of December 31, 2025.	N/A	N/A	Amount granted 62,662.15 Amount Liquidated under JV No. 060921 dated 12/23/25 <u>61,987.24</u> <b>Balance 674.91</b>
<b>Grand Total</b>					<b>602,139.32</b>										

Note: \*Indicate if the AO/Employee is still connected with the Agency, retired, resigned, dead or can no longer be traced, etc.  
\*\* For Agency Official, indicate if the agency requested for write off.  
For Auditor, indicate if a Narrative Report was prepared.  
Column Nos. 1-9 to be filled up by responsible Agency Official/Accountant  
Column Nos. 10-16 to be filled up by the concerned ATL

Certified Correct by:

  
**DESIREE L. PARAS**  
OIC, Accounting and Compliance Department

Verified by:

**MEISHA S. SALES**  
State Auditing Examiner II, Audit Team Member

Reviewed by:

**JOHN PAUL C. VALDEZ**  
State Auditor IV, Audit Team Leader, Team I

Approved by:

**KARLO JOSEPH C. PASION**  
Supervising Auditor

02 February 2026

**KARLO JOSEPH C. PASION**  
Supervising Auditor  
Commission on Audit  
2/F Bonifacio Technology Center  
31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue  
Bonifacio Global City, Taguig

Dear **Auditor Pasion**:

We are submitting the following Status Reports as of 31 December 2025, for your reference:

- a. Status of Unliquidated Cash Advances
- b. Status of Fund Transfers to Other Government/Implementing Agencies (IAs)
- c. Status of Fund Transfers to Non-Governmental Organizations/People's Organization (NGOs/POs)
- d. Status of Other Receivables

Thank you.

Very truly yours,

**HEDDA Y. RULONA**  
Senior Vice President  
Investment and Financial Management Group



OFFICE OF THE SUPERVISING AUDITOR  
Bases Conversion and Development Authority

Received by: [Signature]  
Date / Time: 02/03/26 2:30

**BCDA**  
Bases Conversion and  
Development Authority

Accounting and Comptrollership Department  
CD2026-0221

Letter: Submission of Status Reports as of December 2025  
Feb 2026 | Version No. 01