



June 10, 2021

MEMORANDUM

TO : The CENROs
Quezon, Palawan
Roxas, Palawan

ATTENTION: ARMANADO BATAYO
JAY ABDULGAPAR
CESAR SANTOS
JERIC DAGARAGA
RENSY MAGDAYAO

FROM : The PENRO

SUBJECT : SETTLEMENT OF UNLIQUIDATED CASH ADVANCES
FOR OFFICIAL TRAVEL IN CY 2020

Please be informed that as of this date, the following personnel have still unliquidated cash advance for travel granted in the previous year:


	EMPLOYEE	DATE OF CASH ADVANCE GRANTED	DURATION OF TRAVEL	UNLIQUIDATED CASH ADVANCE
1	ARMANDO BATAYO	11/18/2020	Nov 16-Dec 15, 2020	33,270.00
2	JAY ABDULGAPAR	11/18/2020	Nov 16-Dec 15, 2020	33,270.00
3	CESAR SANTOS	11/18/2020	Nov 16-Dec 15, 2020	33,270.00
4	JERIC DAGARAGA	11/20/2020	Nov 9-28, 2020	21,450.00
5	RENSY MAGDAYAO	11/20/2020	Nov 9-28, 2020	21,450.00

Failure to liquidate cash advance within the prescribed period, which is thirty (30) days upon arrival of the official/employee to his/her official station for local travel, constitutes violation of the COA Circular No. 97-002 dated February 10, 1997 paragraph 5.1. Such failure is a valid cause for the withholding of salary and other sanctions as provided for under paragraphs 9.2 and 9.3 thereof.

In view hereof, all listed personnel are hereby directed to immediately submit their liquidation report with complete supporting documents on or before June 15, 2021 otherwise, above-cited sanctions shall be imposed.

For information, guidance and strict compliance.

DENR PENRO
PALAWAN RECORDS
RELEASED
BY:
DATE: 6. 10. 21


ERIBERTO B. SAÑOS, CESE