



SUPREME COURT OF THE PHILIPPINES  
METROPOLITAN AND CITY JUDGES  
ASSOCIATION OF THE PHILIPPINES, INC.  
(MetCJAP)



**BOARD OF TRUSTEES**

**NCR**

Judge LEILANIE MARIE DACANAY-GRIMARES  
Judge ANALIE B. OGA-BRUAL  
Judge BELEN G. SALESPARA-CARASIG  
Judge DON ACE MARIANO V. ALAGAR  
Judge MARIA CHRISTINA DE PIO LIM  
Judge ANNE PERPETUAL S. RIVERA-SIA  
Judge BERNARD P. BERNAL  
Judge SHERYLL DOLENDOTULABING  
Judge SUZANNE COBARRUBIAS NABAZA

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Judge ARLINDA G. RESARI  
Judge RODOLFO S. GATDULA  
Judge MARIA CLARITA C. TABIN  
Judge ELMER R. BERNARDO  
Judge PETRONILA P. TANAS-ARGUELLES

**VISAYAS**

Judge SYLVIA P. LAMOSTE  
Judge ANNE BEATRICE A. BALMaceda  
Judge MANUEL ISIDRO ROSAURO ANTONIO V. BARRIOS  
Judge EUNICE TAN CUANSING

**MINDANAO**

Judge CESAR A. MERLAS  
Judge EARL CHARITO J. RUELO  
Judge RODOLFO D. VAPOR

**OFFICERS**

President	Judge GRACE P. CHAVEZ-TY
Executive Vice President	Judge LEILANI MARIE DACANAY-GRIMARES
VP-NCR	Judge BERNARD P. BERNAL
VP-Luzon	Judge ARLINDA G. RESARI
VP-Visayas	Judge SYLVIA P. LAMOSTE
VP-Mindanao	Judge EARL CHARITO J. RUELO
Secretary General	Judge BELEN G. SALESPARA-CARASIG
Assistant Sec. General-NCR	Judge SUZANNE COBARRUBIAS-NABAZA
Asst. Sec. Gen. Luzon	Judge MARIA CLARITA C. TABIN
Asst. Sec. Gen. Visayas	Judge ANNE BEATRICE A. BALMaceda
Asst. Sec. Gen. Mindanao	Judge RODOLFO D. VAPOR
Treasurer	Judge MARIA CHRISTINA DE PIO LIM
Asst. Treasurer	Judge ANNE PERPETUAL S. RIVERA-SIA
Auditor	Judge ELMER R. BERNARDO
Assistant Auditor	Judge RODOLFO S. GATDULA
PRO	Judge SHERYLL DOLENDOTULABING
Asst. PRO-NCR	Judge DON ACE MARIANO V. ALAGAR
Asst. PRO-Luzon	Judge PETRONILA P. TANAS-ARGUELLES
Asst. PRO-Mindanao	Judge CESAR A. MERLAS
Documentation Officer	Judge ANALIE B. OGA-BRUAL
Asst. Documentation Officer	Judge MANUEL ISIDRO ROSAURO ANTONIO V. BARRIOS
Officer-at-Large	

**Board Resolution No. 2017-1**

**Guidelines on the Grant of Cash Advances, Liquidation and Requests for Reimbursement of Expenses**

**WHEREAS**, there is a need to efficiently manage the finances of the Association in order to preserve and safeguard its funds.

**WHEREAS**, there is a need to monitor and regulate the grant of cash advances and requests for reimbursement of expenses chargeable to the Association.

**WHEREFORE**, the Board of Trustees of the MetCJAP resolves to promulgate guidelines on the grant of cash advances and liquidation thereof and requests for reimbursement of expenses, viz:

1. The Treasurer, Assistant Treasurer and President of the Association are the accountable officers thereof who may be granted cash advance by the Association.



2. In the exercise of sound discretion and subject to the approval by the President, the Treasurer may likewise grant cash advance to the current year's Convention Director.
- 3.a. For operation expenses such as but not limited to transportation of members of the Board, Board meetings, taxes and registration fees, the maximum allowable cash advance is Php100,000.00.
- 3.b. For convention related expenses the maximum allowable cash advance to the Convention Director, is Php200,000.00. However, when necessary the amount may be increased upon approval by the Board.
4. Cash Advances shall be treated and recorded in the Association's books of accounts as Receivable from Officers until their liquidation.
5. All cash advances shall be liquidated within thirty (30) days from release thereof unless for good cause shown extended by the Board for another period not exceeding thirty (30) days.
6. Cash Advances shall be liquidated by submitting a Liquidation Report/Statement of Expenses to the Treasurer and attaching hereto all supporting documents such as but not limited to copy of contracts, official receipts, sales invoices, cash register tapes and acknowledgment of payment from the payee/seller/supplier.
7. All Liquidation Reports/Summary of Expenses shall be subjected to review and verification by the Auditor or Assistant Auditor who shall

thereafter issue a Certification as to whether or not the cash advance has been fully/partially liquidated.

If a cash advance is partially liquidated, the officer concerned shall be notified thereof and may submit additional documents or refund to the Association the amount not covered by supporting documents.

8. Officers may request for reimbursement from the Treasurer ordinary, necessary and reasonable operation expenses of the Association such as but not limited to communication and mailing, supplies, transportation which were incurred and paid in advance by submitting a Request for Reimbursement attaching hereto all supporting documents such as but not limited to official receipts, sales invoices, cash register tapes, acknowledgment of payment from the payee/seller/supplier.

9. No further cash advance or request for reimbursement of expenses shall be allowed to officers who have unliquidated cash advance.

10. The Treasurer/Assistant Treasurer on behalf of the Association shall send a written demand to the officer concerned for the liquidation of a cash advance within ten (10) days from lapse of the period to liquidate and/or submit additional documents.

The foregoing guidelines shall take effect immediately upon approval.

Signed this 3<sup>rd</sup> day of February 2017 at Legazpi City, Albay.



  
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President / Trustee for Luzon  
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Trustee for NCJR / Treasurer  
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Trustee for NCJR / Asst. Treasurer  
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Trustee for Mindanao / VP-Mindanao  
TIN: 901-679-009

  
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Trustee for Mindanao / Asst. Sec. Gen-Mindanao