



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The MANAGER
Financial Services Department

FROM : The MANAGER
Operations Department

SUBJECT : REPLENISHMENT OF WORKING FUND

DATE : August 25, 2021

Relative to the memorandum of Mr. Donille D. Gorosin, request processing of the Replenishment of Working Fund for the period July 29, 2021 to August 02, 2021 for the Operation Sector of Cebu Field Office.

Attached are supporting documents for your references.


Atty. MARIA TERESA C. ALVAREZ



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : **ATTY. MARIA TERESA C. ALVAREZ**
Manager, Operations Department

FROM : **DONILLE D. GOROSIN**
SDO
Cebu Field Office

SUBJECT : **Replenishment of Working Fund**

DATE : **August 04, 2021**

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Eighteen Thousand, Five Hundred Thirty-Eight Pesos & 74/100 Only (₱ 18,538.74)** for the period covered from July 29 to August 02, 2021 for the Operation Sector

Enclosed are the supporting documents and summary for your reference, and hope you will find them in order.

Thank You


DONILLE D. GOROSIN

Encl: a/s