



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR** : **The CHIEF OPERATING OFFICER**

**THRU** : **The ASSISTANT CHIEF OPERATING OFFICER**  
Assets Management Sector

**FROM** : **The MANAGER**  
Operations Department

**SUBJECT** : **Re-assignment of Ms. Juliet Gatmaitan**

**DATE** : **July 28, 2021**

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The Cebu Field Office considered as one of the operating entities is among the busiest as it covers several TIEZA properties in Cebu like Maomawan, Dalaguete Public Beach, Kang irag, Moalboal and also the Hyper-baric chamber. All these are being handled by only one permanent employee assisted by personnel on Job Order status.

To fill in the need for a Special Disbursing Officer (SDO), the office requested an employee of the Travel Tax unit to assume the duties and responsibilities. This is on top of his duties and functions as SDO for travel tax and as signatory for travel tax certificates.

To help in the operation of the Cebu Field Office and augment its present staff, we request for the transfer of Ms. Juliet Gatmaitan, Recreation & Sports Development Officer of Club Intramuros Golf Course and presently assigned at the Operations Department-Main Office. Aside from assisting the Officer-in-Charge of Cebu Field Office, Ms. Gatmaitan shall also function and be designated as Special Disbursing Officer (SDO).

Attached for your signature is the corresponding Office Order to effect the transfer and designation.

  
**Atty. MARIA TERESA C. ALVAREZ**

Recommending approval:

**JETRO NICOLAS F. LOZADA**



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

July 14, 2021

**OFFICE ORDER**  
**NO. \_\_\_\_\_**

In the exigency of the service, **MS. JULIET P. GATMAITAN** is hereby detailed to the Cebu Field Office effective September 1, 2021. She shall report directly to Ms. Gina Martinez for assignments.

Aside from her other duties and responsibilities, Ms. Gatmaitan shall act as the Special Disbursing Officer vice Mr. Donille Gorosin. As such, she shall perform among others the following duties & responsibilities:

- Ensures completeness of supporting documents prior to disbursement
- Disburse/pays expenses of Cebu Field Office in accordance with TIEZA accounting and auditing rules and regulations
- Prepares reimbursements regularly
- Prepares and updates cash book

Plane fare, transportation and other allowable allowances is hereby authorized subject to the usual accounting and auditing rules and regulation.

**MARK. LAPID**  
Chief Operating Officer