



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 :** July 21, 2021

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Relative to the memorandum of Mr. Donille D. Gorosin, request processing of the Replenishment of Working Fund for the period July 04-12, 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 : July 15, 2021**

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Respectfully forwarding herewith the replenishment of my working fund in the amount of **Twenty Two Thousand, Three Hundred Thirty-Three Pesos & 99/100 Only (₱ 22,333.99)** for the period covered from July 04 to 12, 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

Tourism Infrastructure & Enterprise Zone Authority

Operations Department

Public Service Office

RECEIVED

JUL 19 2021

By: *[Handwritten signature]*