



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 :** September 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 August 17-31, 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 : **September 1, 2021**

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Respectfully forwarding herewith the replenishment of my working fund in the amount of **Thirty - Four Thousand, Four Hundred Eleven Pesos & 11/100 Only (₱ 34,411.11)** for the period covered from August 17 to 31, 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