



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 14, 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 June 25 to July 03, 2021 for the Operation Sector at 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 7, 2021**

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Respectfully forwarding herewith the replenishment of my working fund in the amount of **Thirty Thousand, Four Hundred Ten Pesos & 13/100 Only (₱ 30,410.13)** for the period covered from June 25 to July 03, 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