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MEMORANDUM

FOR : **MR. RODOLFO E. ANCHETA**
Manager, Financial Services Department

FROM : **HERNANDO A. ENAL**
Manager, TEZ Assistance and Monitoring Department

SUBJECT : **2020 UTILIZATION OF BUDGET REPORT AND 2021 APPROVED BUDGET**

DATE : **11 NOVEMBER 2020**

Relative to the reassessment of the current year budget allocation due to the adoption of austerity measures by our Agency, we would like to follow up on our request last 17 August for the budget breakdown of the San Vicente Flagship TEZ Travelling Expense and Other Professional Expenses for the period 01 January – 31 March 2020.

Further to this, we would also like to request for the utilization of budget report for the department including the Flagship TEZs for the period 1 January – 31 October and a copy of the approved CY 2021 budget.

The budget utilization is necessary for the monitoring and reconciliation of our monthly expenses.

For your approval.

Thank you.