



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 September 08-16, 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 16, 2021

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Respectfully forwarding herewith the replenishment of my working fund in the amount of **Thirty-Three Thousand, Two Hundred Ninety-Six Pesos & 63/100 Only (₱ 33,296.63)** for the period covered from September 8 to 16, 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