



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**MEMO FOR : THE MANAGER
THE FINANCIAL SERVICES DEPARTMENT**

**FROM : THE MANAGER
BUSINESS DEVELOPMENT DEPARTMENT**

SUBJECT : Request for Reimbursement

Date : September 28, 2021

May we request for the reimbursement of the communication expenses incurred by **MS. MA. ELENA O. GO** for the following period :

May 1-31 to August 1-31, 2021 x P1,800allowable expense/month x 4 months

In the total amount of **Seven Thousand Two Hundred Pesos Only (P7,200.00)**.

Attached are documents relative to the above.

For your appropriate action, please.

Thank you.

MA. EVELYNE A. FRANCISCO



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMO FOR : JETRO NICOLAS F. LOZADA
ACOO, Asset Management Sector

THRU : MA. EVELYNE A. FRANCISCO
Manager, Business Development Department

DATE : September 20, 2021

SUBJECT : Request Approval

This is to request approval for reimbursement of the following expenses incurred by the undersigned covering the period for the month May 1-31, 2021 to August 1-31, 2021 amounting to Seven Thousand Two Hundred Pesos only (P7,200.00) for the smooth operation of Cebu Sales Office.

Communication Expenses (May 1-31, 2021)	-	P 1,800.00
Communication Expenses (June 1-30, 2021)	-	P 1,800.00
Communication Expenses (July 1-31, 2021)	-	P1,800.00
<u>Communication Expenses(August 1-31, 2021)</u>	-	<u>P 1,800.00</u>

TOTAL P 7,200.00 A

Thank you and hoping for your kind consideration and approval of the above request.


MARIA ELENA Q. GO

Noted by:


EVA MARIE M. VICEDO
Division Manager, Sales

Recommending Approval:

MA.EVELYNE A. FRANCISCO
Manager, BUDD

Approved by:

JETRO NICOLAS F. LOZADA
ACOO, Assets Management Sector



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

September 20, 2021

CERTIFICATION

This is to certify that I have incurred the amount of Seven Thousand Two Hundred Pesos only (P7,200.00), representing my communication allowance in the performance of my duties for the months of May 1-31, 2021 to August 1-31, 2021.


MARIA ELENA S. GO

Noted by

 **MA. EVELYNE A. FRANCISCO**
Manager, BUDD

Approved /Disapproved:

JETRO NICOLAS F. LOZADA
Assistant Chief Operating officer
Asset Management Sector



Republic of the Philippines
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BREAKDOWN OF COMMUNICATION EXPENSES: (May 1-31, 2021 to August 1-31, 2021)

May 2021

<u>Date of Payment</u>	<u>OR#</u>	<u>Amount</u>	<u>Allowable Amt.</u>
07-June- 2021 (SMART)	SVCHR000526838	P 1,190.00	
30-May-2021 (GLOBE)	GXCA5905403OR0017255	798.00	
Sub-total		P1,988.00	P1,800.00/mo

June 2021

01-July-2021 (SMART)	STCCHR000402050	P1,195.00	
13-July-2021(GLOBE)	GAAR17416310R000476	800.00	
Sub-total		P 1,995.00	P1,800.00/mo.

July 2021

17-Aug-2021 (SMART)	STCCHR000404843	P 1,195.00	
03-Aug-2021 (GLOBE)	GAAR17416310R0005625	800.00	
Sub-Total		P 1,995.00	P1,800.00/mo.

August 2021

10-Sept-2021 (SMART)	STCCHR000406552	P 1,195.00	
03-Sept-2021 (GLOBE)	GAAR17416310R0006688	P 800.00	
Sub-Total		P1,995.00	P1,800.00/mo.

GRAND TOTAL	P 7,973.00	P 7,200.00
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