



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 : May 5, 2021

Relative to the memorandum of Mr. Donille D. Gorosin, request processing of the Replenishment of Working Fund for the period March 23, 2021 to April 8, 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 : **April 16, 2021**

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Twenty Five Thousand, Two Hundred Ten Pesos & 00/100 Only (₱25,210.00)** for the period covered from March 23 to April 08, 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

Tourism Infrastructure Enterprise Zone Authority
Operations Department
Assets Management Sector

