



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

5/12/2021
Mam Anne,
Can we discuss
this?
Thank.
/s/

May 3, 2021

MEMORANDUM

FOR : **ROSANNA M. OLGADO**
Manager, Administrative Services Department

In view of my optional retirement on May 31, 2021, may I request for relief from accountability for the following items with issued Memorandum Receipts under my name:

Transfer of MR to Mr. Julius Mar G. Tambo:

QUANTITY	ITEM
2	Lapel microphones
1	Megaphone
1	HP Laserjet Printer

Cancellation of MR for the following items, which were not recovered when we moved from the DOT Building to Makati City:

QUANTITY	ITEM
2	Extension cord
2	Flash drive (16 g.)
1	Flash drive (32 g.)
1	Trodat Dater
1	Trodat Printy
1	Puncher

Likewise, may I be allowed to purchase one (1) Lenovo Notebook at a depreciated cost, to be deducted from whatever remuneration due me.

For your consideration, Dra.


MARIA TERESITA A. CABUSORA
Technical Assistant B (cti)

