



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 April 19-20, 2021 for the Operation Sector at Cebu Field Office.

Attached are supporting documents for your references.

**Atty. MARIA TERESA C. ALVAREZ**

552



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 22, 2021**

---

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Ten Thousand Three Hundred Thirty One Pesos & 90/100 Only (₱10,331.90)** for the period covered from April 19 to 20, 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

© Andres Soriano corner P. Burgos Street, Centro, Mandaue City 6014



MAY 03 2021  
By: *Donna C. A.*