



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

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Relative to the memorandum of Mr. Donille D. Gorosin, request processing of the Replenishment of Working Fund for the period March 17-22, 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 Sector

FROM : DONILLE D. GOROSIN  
SDO  
Cebu Field Office

SUBJECT : Replenishment of Working Fund

DATE : March 26, 2021

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Nineteen Thousand Four Hundred Thirty One Pesos & 54/100 Only (19,431.54)** for the period March 17 to 22, 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