



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU : The ASSISTANT CHIEF OPERATING OFFICER
Assets Management Sector

FROM : The MANAGER
Operations Department

RE : Special Disbursing Officer at Light and Sound Museum

DATE : 27 May 2021

Ms Maria Teresita A. Cabusora, Special Disbursing Officer (SDO) at the Intramuros and Rizal's, Bagumbayan Light & Sound Museum (IRB-LSM) filed her optional retirement effective June 1.

Absence of a qualified personnel thereat to act as SDO, we recommend the designation of Ms. Leilani M. Pacelan, Cashier of the Club Intramuros Gold Course (CIGC). Ms. Pacelan is performing the similar duties and functions at CIGC

Attached is a copy of the corresponding Office Order.

For your approval, Sir.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

JETRO NICOLAS F. LOZADA
ACOO – Assets Management Sector



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

May 26, 2021

OFFICE ORDER

No. _____

In the exigency of the service, **Ms. LEILANI M. PACELAN**, Cashier, Club Intramuros Golf Course, is hereby designated as Special Disbursing Officer of the petty cash fund of the Light & Sound Museum amounting to **TWENTY THOUSAND PESOS (-P- 20,000.00)** in lieu of the retirement of Ms. Maria Teresita A. Cabusora.

A cash advance of -P- 20,000.00 shall be drawn to Ms. Pacelan while Ms. Cabusora shall be requested to liquidate her cash advance and clear her accountabilities.

This Office Order is subject to the usual accounting and auditing rules and regulations.

MARK T. LAPID
Chief Operating Officer