



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR :** The MANAGER  
Financial Services Department

**FROM :** The MANAGER  
Manager, Operations Department

**SUBJECT :** INCREASE ON CEBU FIELD OFFICE'S WORKING FUND

**DATE :** APRIL 29, 2021

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Relative to the request of Cebu Field Office to increase their working fund, we are forwarding herewith the Office Order signed by the Chief Operating Officer, Mark T. Lapid. Their working fund was increased from One Hundred Thousand Pesos (₱ 100,000.00) to **ONE HUNDRED FIFTY THOUSAND PESOS (₱150,000.00)**.

Attached are the following for your reference.

- Office Order signed by the Chief Operating Officer
- Memorandum for the Chief Operating Officer
- Memorandum from Cebu Field Office

**ATTY. MARIA TERESA C. ALVAREZ**