



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

July 14, 2021

OFFICE ORDER

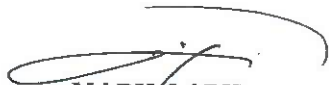
NO. 097-2021 *ndy*

In the exigency of the service, **MS. JULIET P. GATMAITAN** is hereby detailed to the Cebu Field Office effective September 1, 2021. She shall report directly to Ms. Gina Martinez for assignments.

Aside from her other duties and responsibilities, Ms. Gatmaitan shall act as the Special Disbursing Officer vice Mr. Donille Gorosin. As such, she shall perform among others the following duties & responsibilities:

- Ensures completeness of supporting documents prior to disbursement
- Disburse/pays expenses of Cebu Field Office in accordance with TIEZA accounting and auditing rules and regulations
- Prepares reimbursements regularly
- Prepares and updates cash book

Plane fare, transportation and other allowable allowances is hereby authorized subject to the usual accounting and auditing rules and regulation.


MARK LAPID
Chief Operating Officer
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