



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 21-23, 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 Department

FROM : **DONILLE D. GOROSIN**  
SDO  
Cebu Field Office

SUBJECT : **Replenishment of Working Fund**

DATE : **April 28, 2021**

---

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Twenty-Five Thousand Six Hundred Twenty-Two Pesos & 70/100 Only (₱25,622.70)** for the period covered from April 21 to 23, 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  
Operations Department  
Cebu Field Office

