



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1302



(+632) 8249-5900 to 79 loc. 718



internalaudit@tieza.gov.ph



www.tieza.gov.ph

MEMORANDUM

FOR : The Manager
Financial Services Department

FROM : The Manager
Internal Audit Department

DATE : 23 December 2020

SUBJECT : Request for reimbursement

May we request for the reimbursement of the internet subscription / data charges incurred by the following personnel:

1. Edwin F. Verde (Globe Account No. 880175442)
2. Dennis P. Naperi (Globe Home Prepaid WiFi No. +639549015520)
3. Raul P. Amanonce (Converge Account No. 0020230611272)
4. Karen Keith V. Lontoc (PLDT Account No. 0023597497)

Attached herewith are the statement of accounts / proof of payments, for your reference.

Thank you.


LEONARDO M. MENDOZA

