



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 : September 15, 2021

Relative to memorandum of Mr. Donille D. Gorosin, request processing of Replenishment of Working Fund for the period September 1-7, 2021 for the Operation Sector


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 : September 8, 2021

Respectfully forwarding herewith the replenishment of my working fund in the amount of **Twenty-Three Thousand, Four Hundred Fifty-Eight Pesos & 00/100 Only (₱ 23,458.00)** for the period covered from September 1 to 7, 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