



SECRETARÍA DE FINANZAS
DIRECCION ADMINISTRATIVA

NOMBRE DEL COMISIONADO: SARA LOURDES SEVILLA CASTELLANOS
NUM. DE ORDEN DE COMISION: SF/GIRA/1187/2025
OBJETO DE LA COMISIÓN: CONFERENCIA DE PRENSA PARA ANUNCIAR LAS ACTIVIDADES EN EL MARCO DEL DÍA DE MUERTOS
LUGAR DE COMISIÓN: CIUDAD DE MÉXICO
FECHA DE COMISION: 07 Y 08 DE OCTUBRE DEL 2025

INFORME DE ACTIVIDADES

DÍA 07 DE OCTUBRE DEL 2025

- * ME TRASLADÉ DE LA CIUDAD DE OAXACA A LA CIUDAD DE MÉXICO.
- * AL LLEGAR ME TRASLADÉ AL COMPLEJO CULTURAL LOS PINOS PARA LA REUNIÓN PROGRAMADA PREVIA AL EVENTO, PARA ASISTIR AL COORDINADOR Y TOMAR LAS NOTAS CORRESPONDIENTES.
- * AL TÉRMINO PERNOCTÉ EN LA CIUDAD DE MÉXICO.

DÍA 08 DE OCTUBRE DEL 2025

- * ME TRASLADÉ AL COMPLEJO LOS PINOS LUGAR DE LA CONFERENCIA DE PRENSA PARA ASISTIR AL COORDINADOR DE GIRAS EN LA ENTREGA DE LA INFORMACIÓN COMO SON; TARJETAS, PROGRAMA Y LISTA DE INVITADOS MISMAS QUE FUERON ENTREGADAS AL GOBERNADOR DEL ESTADO DE OAXACA.
- * AL TÉRMINO RETORNÉ A LA CIUDAD DE OAXACA.

COMISIONADO:

C. SARA LOURDES SEVILLA CASTELLANOS

NOMBRE Y FIRMA



Coordinación Giras y Protocolo
Gobierno del Estado de Oaxaca

AUTORIZÓ:

LIC. IRVING LÓPEZ SÁNCHEZ

NOMBRE, FIRMA Y SELLO

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible location. Regular audits should be conducted to ensure that the information remains up-to-date and accurate. Any discrepancies should be investigated immediately to prevent errors from compounding.

In addition, the document highlights the need for clear communication between all parties involved. Regular meetings and reports should be used to keep everyone informed of the current status and any changes that may occur. This helps to build trust and ensures that everyone is working towards the same goals.

Finally, it is stressed that the information should be shared only with those who have a legitimate need to know. Protecting sensitive data is crucial to the success of the organization and its reputation.

The second part of the document provides a detailed overview of the current financial performance. It includes a summary of the revenue generated, the expenses incurred, and the resulting profit or loss for the period. This information is essential for understanding the overall health of the business.

The analysis shows that while revenue has increased, expenses have also risen significantly. This has led to a decrease in profit margins. It is important to identify the causes of these increases and take steps to control costs where possible.

The document concludes with a series of recommendations for future action. These include implementing more rigorous budgeting processes, seeking out new revenue opportunities, and improving operational efficiency. By following these guidelines, the organization can improve its financial stability and long-term success.

It is hoped that this report provides a clear and comprehensive view of the current situation and offers practical advice for moving forward.