



21 December 2023

MEMORANDUM NO. _____ Series of 2023

T O: Ms. Honey Sofia V. Colis

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 20 to 22, 2023.

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

DANIEL LESLIE S. TAN

OIC President

cc: RSPPRO

Records

File