

377
May 25, 1988

MEMORANDUM NO. 59
Series of 1988

T O: Engr. Manuel C. Capacio

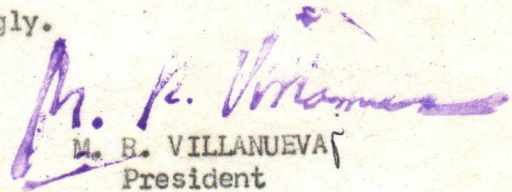
R E: Expiration of Appointment and Absence Without
Official Leave

This is to inform you that your temporary appointment is due to expire on June 30, 1988.

The renewal of your appointment is not recommended by your direct superior, the Director of the Office of General Services, as you went on absence without official leave.

You are, therefore, required to appear before this Office on or before May 27, 1988 and explain in writing why you should not be charged for abandonment of duty for leaving your post without approved leave.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Legal Office
Office of General Services

Ms. Ginas Anduyan