



19 December 2023

**MEMORANDUM NO.** 977  
Series of 2023

**T O: Ms. Dalisay F. Andres**

**R E: Recall of Leave**

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 1, 4, 5, 6 & 7, 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 *oic 12/19/23*

cc: RSPPRO  
**Records**  
File