

Office of the President
2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
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18 December 2017

MEMORANDUM NO. 406 Series of 2017

To:

Ms. Honey Sofia V. Colis

Re:

Recall of Force Leave

Due to the exigency of your services, your application for force leave on Dec. 18-22, 2017 is hereby recalled.

You are directed to report to office on the said dates to do your duties and responsibilities. Please be guided accordingly.

RDO E. TULIN