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21 December 2018

MEMORANDUM NO. 398
Series of 2018

To:

Ms. Louella C. Ampac

1774

Re:

Recall of Leave

Due to the exigency of your services, your application for force leave on Dec. 21, 26 & 28, 2018 is hereby recalled. You are directed to report to office on the said dates to do your duties and responsibilities as the Director of Finance.

Please be guided accordingly.

President

cc: Ms. Teresita L. Quiñanola - Head, PRPEO