



21 December 2018

**MEMORANDUM NO.** 398

Series of 2018

**To: Ms. Louella C. Ampac**

**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.

  
EDGARDO E. TULIN  
President

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