



18 December 2018

MEMORANDUM NO. 399

Series of 2018

To: Ms. Josefina M. Larrosa

Re: Recall of Leave

Due to the exigency of your services, your application for force leave on Dec. 17 – 21, 2018 is hereby recalled. You are directed to report to office on the said dates to do your duties and responsibilities as Admin. Assistant III.

Please be guided accordingly.


EDGARDO E. TULIN
President

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