

Office of the President

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21 December 2018

MEMORANDUM NO. 397 Series of 2018

To:

Ms. Lourdes C. Managbanag

Re:

Recall of Leave

Due to the exigency of your services, your application for force leave on Dec. 19-28, 2018 is hereby recalled. You are directed to report to office on the said dates to do your duties and responsibilities as Admin. Officer III.

Please be guided accordingly.

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