

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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18 December 2020

MEMORANDUM NO. <u>499</u> Series of 2020

T O: Ms. Marwen A. Castañeda

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 14 – 18, 2020.

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: RSPPRO

Records

File