



29 December 2023

**MEMORANDUM NO. 991**  
Series of 2023

**T O: Ms. Jennifer E. Ando**

**R E: Recall of Leave**

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 22 & 27, 2023.

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

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**  
OIC President

cc: RSPPRO  
**Records**  
File