

## OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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7 December 2020

MEMORANDUM NO. 480 Series of 2020

**All Concerned** Т 0:

**Recall of Leave** R E:

In the exigency of the service, you are hereby recalled from your approved leave of absence on the following dates:

Name	Schedule of Leave	
Edgardo E. Tulin	Dec. 7, 9, 10, 11, 14, 2020	
Allen Glennie P. Lambert	Dec. 17, 18, 21, 22, 23, 2020	
Honey Sofia V. Colis	Dec. 7, 9, 10, 11, 14, 2020	
Josefina M. Larrosa	Dec. 14, 15, 16, 17, 18, 2020	
Norjito B. Quimco	Dec. 17, 18, 21, 22, 23, 2020	

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

Please be guided accordingly.

President

**RSPPRO** CC:

Records

File