

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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28 December 2020

MEMORANDUM NO. 507 Series of 2020

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Dr. Julie D. Tan

Dr. Daniel Leslie S. Tan

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Recall of Leave

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

Name	Schedule of Leave
Dr. Julie D. Tan	Dec. 14, 15, 16, 17, & 18, 2020
Dr. Daniel Leslie S. Tan	Dec. 14, 15, 16, 17, & 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