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Office of the President

28 December 2015

MEMORANDUM NO. 285

Series of 2015

T O: Ms. Honey Sofia V. Colis
Ms. Josefina M. Larrosa

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 23, 28 & 29, 2015. Your services are needed, among others, to facilitate final approval of financial documents for year-end reports and reproduction of appointments for designated positions.

For compliance.


EDGARDO E. TULIN
President

cc:
12/29/15

cc: PRPEO
Records
File