DIVISION MEMORANDUM
NO. I172 S, 2019

RECALL OF APPROVED FORCED LEAVE

To: Evangeline B. Marata
   Administrative Assistant II
   SDS Proper

   Joel E. Estomo
   Administrative Assistant II
   Supply Office

   Sheena A. Asarak
   Administrative Assistant III
   Cash Office

1. In the exigency of the service, you are hereby directed to report for work on the scheduled approved forced leave due to voluminous work in your station.
   1. Evangeline B. Marata – December 23, 26, 27, 2019
   2. Joel E. Estomo – December 17-18, 23, 26, 27, 2019
   3. Sheena A. Asarak – December 13 and 20, 2019

2. In view thereof, the Human Resource Management Officer (HRMO) is directed to reinstate back the said recalled Forced Leave to your accumulated vacation leave credits as the said leaves shall not be deducted from the remaining balance of your vacation leave credits at the end of 2019 calendar year.

3. For compliance.

CRISTY C. EPE
Schools Division Superintendent