



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



December 13, 2019

DIVISION MEMORANDUM
NO. 1172 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

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
50144
DATE: DEC 23 2019 TIME: 4:27
BY: FD