



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



DIVISION MEMORANDUM
No. 009, s. 2021

December 29, 2020

RECALL OF APPROVED FORCED LEAVE

To: **MYLEEN C. ROBIÑOS**
Project Development Officer II

1. In the exigency of the service, you are hereby directed to report for work on December 28, 2020 in order to perform your mandated duties and functions in the Schools Division Office .
2. Thus, your approved forced leave on December 28, 2020 is hereby **recalled**.
3. In view thereof, the Human Resource Management Officer is directed to reinstate back the said recalled Forced Leaves 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 the 2020 calendar year.
4. For compliance.

CRISTY C. EPE, CESE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
21-66151
DATE: 11 JAN 2021 TIME: 9:57 AM
BY: