



22-79586

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 008, s. 2022

December 23, 2021

RECALL ORDER OF APPROVED FORCED LEAVE

To: **MARK V. CASTAÑARES**
EVANGELINE B. MARATA

1. In the exigency of the service, you are hereby directed to report to work on December 24, 28, 29, and 31, 2021, to perform the usual duties and responsibilities as SDS staff, and to assist the undersigned with all the documents or matters that need urgent action especially during this year-end period.
2. In view hereof, your approved Forced Leave are hereby recalled. Hence, the Human Resource Management Office is likewise directed to reinstate the said leave to your total accumulated Vacation Leave Credits for CY 2021.
3. For compliance.


CRISTY C. EPE
Schools Division Superintendent

