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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. 001 s. 2022

To : **JUVY A. CARDINES** – Administrative Officer II  
**MARK V. CASTAÑARES** - Administrative Officer II  
**EVANGELINE B. MARATA** - Administrative Assistant III

Subject : **RECALL ORDER OF APPROVED FORCED LEAVE**

Date : December 22, 2023

1. In the exigency of the service, you are hereby directed to report to work on December 22-28, 2022, due to the volume of year-end transactions that need to be acted by the undersigned.
2. Thus, your approved Forced Leave are hereby recalled to wit:  

Juvy A. Cardines	-	December 22,23,27 and 28
Mark V. Castañares	-	December 27 and 28
Evangeline B. Marata	-	December 27 and 28
3. The Human Resource Management Office is likewise directed to reinstate the said “leave of absence” from your accumulated Vacation Leave Credits at the end of the Fiscal Year 2022.
4. For compliance.

  
**CRISTY C. EPE**

Schools Division Superintendent

JepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: JAN 04 2023 TIME: 3:14 PM

BY: 