



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM
NO. 550, s. 2022

To: **ANTHON JOHN S. SORIANO**
Planning Officer III

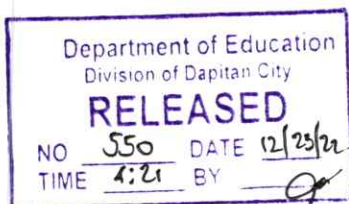
From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

Subject: **CANCELLATION OF APPROVED MANDATORY LEAVE OF ABSENCE**

Date: December 22, 2022

In the exigency of service, please be advised that your approved Form 6, specifically, your **mandatory leave of absence** scheduled on **December 16, 21-23, 29, 2022** is hereby **cancelled** due to preparations for the 2nd ISO Surveillance Audit, Internal Quality Audit, 6th Post Pandemic Employees' Blended Monthly Training and Conference (PPEMBTC), Seminar-Workshop on the Finalization of DEDP 2023-2028 and series of other important year-end activities that need your presence. As such, the corresponding **five (5) days** of supposed forced leave is hereby **restored** to your existing vacation leave balance.

For your information and compliance.



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