



**TOURISM
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ZONE
AUTHORITY**

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Memo for : The Manager
Administrative Services Department

From : Officer-In-Charge
Travel Tax Department

Subject : Maternity Leave

Date : August 17, 2020

Please be informed that Ms. Mary Grace E. Luna shall be on 60 days maternity leave effective July 7, 2020.

Attached herewith is the medical certificate from her attending physician.

Thank you.


CRISTETO G. OCAMPO

ma 8/17

17 August 2020 (11:55 AM)
/dna