



Republic of the Philippines
City Government of Puerto Princesa
HUMAN RESOURCE MANAGEMENT OFFICE
New City Hall, Sta. Monica, Puerto Princesa City 5300 Philippines



December 13, 2013

NOTICE OF LEAVE BALANCE

Jacinto A. Bacani
Security Guard I
Diffun District Hospital
City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **December 13, 2013:**

Vacation Leave	Sick Leave	Total
0.000	0.000	0.000

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

Wenifreda J. Arcegon
ACGDH II (Actg. City Personnel Officer)