



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



August 10, 2012

NOTICE OF LEAVE BALANCE

Mrs. Wenifreda Javarez Arcegon

CG Asst. DH (Asst. City Personnel Officer)
Office of the City Personnel Officer
City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **August 10, 2012**:

Vacation Leave	Sick Leave	Total
13.881	6.500	20.381

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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