



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



December 09, 2012

NOTICE OF LEAVE BALANCE

Mrs. Wenifreda Javarez Arcegono

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 **December 09, 2012**:

Vacation Leave	Sick Leave	Total
18.881	11.500	30.381

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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