



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



**November 28, 2010**

**NOTICE OF LEAVE BALANCE**

Array  
City of Puerto Pricesa

Hereunder are the balances of your leave as of **November 28, 2010**:

<b>Vacation Leave</b>	<b>Sick Leave</b>	<b>Total</b>
<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

For your information.

Very truly yours,

**CLEOFE M. OGDAMIN**  
**Supervising Administrative Officer**

NOTED:

**FELIMON R. SABAS**  
CG Department Head II  
(City Personnel Officer)