



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



December 21, 2012

NOTICE OF LEAVE BALANCE

Mr. Rene Cadorna Avorque

Driver I

Office of the City Personnel Officer

City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **December 21, 2012:**

Vacation Leave	Sick Leave	Total
17.875	18.125	36.000

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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