



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



July 02, 2012

**NOTICE OF LEAVE BALANCE**

**Mrs. Annie Aurelio Sobretudo**

Human Resource Management Assistant  
Office of the City Personnel Officer  
City of Puerto Princesa

**Sir/Madam:**

Hereunder are the balances of your leave as of **July 02, 2012:**

| <b>Vacation Leave</b> | <b>Sick Leave</b> | <b>Total</b> |
|-----------------------|-------------------|--------------|
| 1.250                 | 1.250             | 2.500        |

For your information.

Very truly yours,

**Nelly C. Solina**  
**Administrative Officer V (HRMO II)**

NOTED:

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