



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



December 11, 2013

**NOTICE OF LEAVE BALANCE**

**Mr Ian Ritchie F. Nicolas**  
ADMINISTRATIVE OFFICER I  
Economic Enterprise Office  
City of Puerto Princesa

**Sir/Madam:**

Hereunder are the balances of your leave as of **December 11, 2013:**

<b>Vacation Leave</b>	<b>Sick Leave</b>	<b>Total</b>
<b>99.760</b>	<b>100.000</b>	<b>199.760</b>

For your information.

Very truly yours,

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

NOTED:

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