



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



**December 12, 2013**

**NOTICE OF LEAVE BALANCE**

**Mailyne A. Telan**

Administrative Aide IV  
Provincial Agriculturist's Office  
City of Puerto Princesa

**Sir/Madam:**

Hereunder are the balances of your leave as of **December 12, 2013:**

<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,

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

NOTED:

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