



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



November 29, 2012

NOTICE OF LEAVE BALANCE

. Haimin H. Arasain
Admin. Aide III
ADMIN OFFICE
City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **November 29, 2012:**

Vacation Leave	Sick Leave	Total
0.000	0.000	0.000

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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