



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



October 22, 2012

NOTICE OF LEAVE BALANCE

Mrs. Wenifreda Javarez Arcegono

CG Asst. DH (Asst. City Personnel Officer)
Office of the City Personnel Officer
City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **October 22, 2012:**

Vacation Leave	Sick Leave	Total
17.006	9.625	26.631

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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