



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



January 08, 2013

NOTICE OF LEAVE BALANCE

Mrs. Wenifreda Javarez Arcegon

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 **January 08, 2013**:

Vacation Leave	Sick Leave	Total
23.413	13.542	36.955

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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