



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



January 22, 2014

NOTICE OF LEAVE BALANCE

Mrs. Gloria A. Arenal
Municipal Budget Officer
MUNICIPAL BUDGET OFFICE
City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **January 22, 2014:**

Vacation Leave	Sick Leave	Total
4.375	4.375	8.750

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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