



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



July 02, 2012

NOTICE OF LEAVE BALANCE

Mrs. Elena Ragasa Cuison

Bookbinder II

Office of the City Personnel Officer

City of Puerto Princesa

Sir/Madam:

Hereunder are the balances of your leave as of **July 02, 2012:**

| Vacation Leave | Sick Leave | Total |
|-----------------------|-------------------|---------------|
| 18.765 | 41.333 | 60.098 |

For your information.

Very truly yours,

Nelly C. Solina
Administrative Officer V (HRMO II)

NOTED:

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