**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **MS. JUANITA M. DE CASTRO**,

**Draftsman II** at the City Government of Tagaytay detailed at **City Engineer's Office**, this city has the following leave credits as of December 31, 2022.

VACATION LEAVE :  **3.691**

SICK LEAVE :  **92.500**

TOTAL LEAVE :  **96.191**

This certification is being issued upon the request of **Ms. De Castro** for claiming terminal leave pay.

Issued this 7th day of December 2022 at Tagaytay City.

Prepared by:

**JUEL D. COPER**

Administrative Aide

Noted by:

**ALMA A. MALABANAN**

Human Resource Management Officer

**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **MS. JUANITA M. DE CASTRO**,

**Draftsman II** at the **City Engineer's Office**, this city has the following leave credits as of December 31, 2022.

VACATION LEAVE :  **3.691**

SICK LEAVE :  **92.500**

TOTAL LEAVE :  **96.191**

This certification is being issued upon the request of **Ms. De Castro** for claiming terminal leave pay.

Issued this 14th day of December 2022 at Tagaytay City.

Prepared by:

**JUEL D. COPER**

Administrative Aide

Noted by:

**ALMA A. MALABANAN**

Human Resource Management Officer